

3.3 ACCOUNTING TRANSACTION DATA ENTRY EXAMPLES

Four examples are presented on the following pages. The first example presents a correct and balanced batch, the second and third examples contain batch balancing errors, and the fourth example describes batch entry of deposit tickets. The second example contains an incorrect transaction amount. An incorrect number of transactions is entered on the third batch header. All of the example transactions are posted on-line, and the steps required to correct the second and third batches are described in detail. Each example contains an overview description of the batch, followed by sample data entry screens which illustrate each step required in the data entry process. The screens are shown on the subsequent pages.

Example 1

Two encumbrance transactions were entered for agency ADA. Each transaction has an amount of \$100.00.

The Batch Header screen uniquely identifies the batch by agency, date, the type of transactions and the batch number. Also, the number of transactions for the batch and the total amount of the transactions are entered. Select either the "F10" or "F11" key when completed.

S500 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	BATCH HEADER ENTRY	FACS
BATCH AGENCY: ADA (SIGN ON AGENCY)		
BATCH DATE: 080294 (MMDDYY, DEFAULTS TO TODAYS DATE)		
BATCH TYPE: 3		
BATCH NUMBER: 100		
BATCH COUNT: 00002 BATCH AMOUNT: 200.00		
BATCH EDIT MODE: 2 (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)		
PAYMENT DIST TYPE: (MUST BE IN D50 PDT PROFILE)		
DISB METH IND: (H, L, M, R, E OR SPACE)		
EFFECTIVE DATE: (MMDDYY, DEFAULTS TO TODAYS DATE)		
FAST ENTRY: (M/S/I/)		
USER ID: RSTARS03 USER NAME		
USER CLASS: 01		
ACTION CODE AGENCY: 000		
ACTION CODE: 001		
F1-HELP	F9-INTERRUPT	F10/F11-SAVE CLEAR-EXIT

Entering batch type three on the batch header retrieves the 505 screen to enter the encumbrance transactions. Note that the batch ID (description, date, type, and number) are brought forward from the Batch Header Entry screen. Also, the first sequence number defaults. These fields are protected and cannot be changed on the Transaction Entry screen. After the data elements are entered, "F10" or "F11" is selected to submit each transaction.

```

S505 2.0                      RSTARS ACCOUNTING                      08/15/94 12:00 PM
LINK TO:                      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE:      FACS
BATCH: AGENCY ADA DATE 080394 TYPE 3 NO 100 SEQ NO 00002 MODE EDIT AND POST
DOC DATE:                      EFF DATE: 080394 DUE DATE:              SERV DATE: 080394
CUR DOC/SFX: EXXX0001 001 REF DOC/SFX:                      MOD:      AGENCY: ADA
TRANS CODE: 203                ENCUMBRANCE NOT PRE-ENCUMBERED
INDEX: 07001                    ADMINISTRATION
PCA:                            AY: 94
COMP/AGY OBJ: 6232            DATA ENTRY - INTERNAL
AMOUNT: 00000000100.00 RVS:    DISC:                            1099:    FO:    PDT:
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: ADA CI:    PROP #:
INV NO:                        DT:                                DESC:
VEND/MC: 111111111 111 NM: ACME INC.
CONT NO:                      ADD1: 123 MAIN STREET
WARR NO:                      ADD2:
APPN NO:                      ADD3:
FUND: 0001 BNK ID:            ADD4:                                CTRY: USA
GL AC/AGY:                    CITY: MIDDLETOWN                    ST: CA ZIP: 11111 0000 00
GRANT NO/PH:                  SUBGRANTEE:                    PROJ NO/PH:
MPCD:                        AGY CD-1:    2:    3:    DI:    RTI:

TRANSACTION SUCCESSFULLY WRITTEN
F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

```

s505 2.0                      R★STARS ACCOUNTING                      08/15/94 12:00 PM
LINK TO:                      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE:      FACS
BATCH: AGENCY ADA DATE 080394 TYPE 3 NO 100 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:                      EFF DATE: 080394 DUE DATE:              SERV DATE: 080394
CUR DOC/SFX: EXXX0001 001 REF DOC/SFX:                      MOD:      AGENCY: ADA
TRANS CODE: 203                ENCUMBRANCE NOT PRE-ENCUMBERED
INDEX: 07001                    ADMINISTRATION
PCA:                            AY: 94
COMP/AGY OBJ: 6232            DATA ENTRY - INTERNAL
AMOUNT: 00000000100.00 RVS:    DISC:                            1099:    FO:    PDT:
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: ADA CI:    PROP #:
INV NO:                        DT:                                DESC:
VEND/MC: 111111111 111 NM: ACME INC.
CONT NO:                      ADD1: 123 MAIN STREET
WARR NO:                      ADD2:
APPN NO:                      ADD3:
FUND: 0001 BNK ID:            ADD4:                                CTRY: USA
GL AC/AGY:                    CITY: MIDDLETOWN                    ST: CA ZIP: 11111 0000 00
GRANT NO/PH:                  SUBGRANTEE:                    PROJ NO/PH:
MPCD:                        AGY CD-1:    2:    3:    DI:    RTI:

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Note that the sequence number automatically advances to the next number after the transaction is successfully posted. After entering the second transaction, select “F6” to go to the 502 Batch Balancing screen.

The Batch Balancing screen appears and identifies that the batch is in balance. Select “F6” to release the batch. Then select “F11” to receive a new Batch Header screen.

```
S502 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      BATCH BALANCING              FACS

      (BLANK ACTION RETURNS TO BATCH HEADER ENTRY)
      BATCH AGENCY: ADA
      BATCH DATE: 080393
      BATCH TYPE: 3
      BATCH NUMBER: 200

      BATCH BALANCING:
      ENTERED COUNT: 00002          ENTERED AMOUNT: 0000000200.00
      COMPUTED COUNT: 00002        COMPUTED AMOUNT: 0000000200.00

      PAYMENT DIST TYPE:
      DISB METH IND:
      USER ID: MZ7Q0G          JANE DOE
      USER CLASS: 01

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION

F1-HELP  F2-RECALL BATCH  F3-DELETE  F6-RELEASE  F7-DETAILS  F8-DOC/TRACK
F9-INTERRUPT  F10-HOLD    F11-HEADER ENTRY  F12-HEADERS  CLEAR-EXIT
```

Example 2

Two encumbrance transactions are prepared for agency ADA. Each transaction is in the amount of \$100.00; however, the user incorrectly enters only \$50 for one transaction.

After all transactions are entered, the Batch Balancing screen identifies that the batch is not in balance. Select the "F7" key to view all the detail transactions for that batch.

```

S502 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      BATCH BALANCING              FACS

      (BLANK ACTION RETURNS TO BATCH HEADER ENTRY)
      BATCH AGENCY: ADA
      BATCH DATE: 080393
      BATCH TYPE: 3
      BATCH NUMBER: 200

      BATCH BALANCING:
      ENTERED COUNT: 00002          ENTERED AMOUNT: 0000000200.00
      COMPUTED COUNT: 00002          COMPUTED AMOUNT: 0000000150.00

      PAYMENT DIST TYPE:
      DISB METH IND:
      USER ID: MZ7Q0G          JANE DOE
      USER CLASS: 01

WARNING....BATCH OR DOCUMENTS NOT IN BALANCE....
COMPUTED TRANSACTIONS HAVE POSTED

F1-HELP  F2-RECALL BATCH  F3-DELETE  F6-RELEASE  F7-DETAILS  F8-DOC/TRACK
F9-INTERRUPT  F10-HOLD  F11-HEADER ENTRY  F12-HEADERS  CLEAR-EXIT
  
```

```

S520 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      VIEW A BATCH                FACS

BATCH ID: AGENCY ADA DATE 080393 TYPE 3 NO 200 SEQUENCE 00001
MODE 2          EFF DATE 032191          STATUS H          PRINTER ID: PR01

S P  SEQ  CUR DOC/SFX  REF DOC/SFX  M AGY TC  INDEX  PCA  AY COBJ          AMOUNT R
00001 EXXX0004 001          ADA 203 07001          91 7001          100.00
00002 EXXX0005 001          ADA 203 07001          91 7001          50.00

      ENTERED COUNT: 00002          ENTERED AMOUNT: 00000000200.00
      COMPUTED COUNT: 00002          COMPUTED AMOUNT: 00000000150.00
NO MORE DETAILS IN THIS BATCH

F1-HELP  F2-SELECT  F4-PRINT  F5-NEXT PAGE  F6-BALANCING  F8-DOC TRACK
F9-INTERRUPT  F11-CORRECT BATCH  F12-HEADERS  ENTER-FIRST PAGE  CLEAR EXIT
  
```

Notice that the second transaction is in error. To correct it, select "F11." The 510 Recall a Batch for Correction screen appears. Enter the transaction sequence number and select "F4" to change the accounting transaction.

```
S510 2.0                      R★STARS ACCOUNTING                      08/15/94 12:00 PM
LINK TO:                      RECALL A BATCH FOR CORRECTION                      FACS

      BATCH AGENCY: ADA
      BATCH DATE: 080393
      BATCH TYPE: 3
      BATCH NUMBER: 200
SEQUENCE NUMBER: 2           (REQUIRED IF CHANGING, DELETING, OR VIEWING A
                             TRANS)

BATCH BALANCING-
  ENTERED COUNT: 00002           ENTERED AMOUNT: 00000000200.00
  COMPUTED COUNT: 00002           COMPUTED AMOUNT: 00000000150.00

PAYMENT DIST TYPE:
  DISB METH IND:
ORIGINAL USER ID:
  USER CLASS:
  LAST USER ID:

F1-HELP  F2-CHANGE HDR  F3-DELETE  F4-CHANGE  F5-VIEW  F6-BALANCING  F7-DETAILS
F8-D0C/TRK  F9-INTERRUPT  F10-ADD  F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT
```

The accounting transaction is recalled to the screen.

```

s505 2.0                      R*STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE:      FACS
BATCH: AGENCY ADA DATE 080394 TYPE 3 NO 200 SEQ NO 00002 MODE EDIT AND POST
DOC DATE:                      EFF DATE: 080394 DUE DATE:          SERV DATE: 080394
CUR DOC/SFX: EXXX0005 001 REF DOC/SFX:          MOD:      AGENCY: ADA
TRANS CODE: 203
INDEX: 07001
PCA:
AY: 94
COMP/AGY OBJ: 6232
AMOUNT: 00000000050.00 RVS:      DISC:          1099:      FO:      PDT:
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: ADA CI:      PROP #:
INV NO:                      DT:      DESC:
VEND/MC: 111111111 111 NM: ACME INC.
CONT NO:                      ADD1: 123 MAIN STREET
WARR NO:                      ADD2:
APPN NO:                      ADD3:
FUND: 0001 BNK ID:          ADD4:                      CTRY: USA
GL AC/AGY:                      CITY: MIDDLETOWN          ST: CA ZIP: 11111 0000 00
GRANT NO/PH:                      SUBGRANTEE:          PROJ NO/PH:
MPCD:                      AGY CD-1:      2:      3:      DI:      RTI:

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Change the amount field to reflect the correct amount of \$100.00. Select “F10” or “F11” to transmit the corrected transaction to RSTARS. Select the “F6” key.

```

S505 2.0                      R*STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE:      FACS
BATCH: AGENCY ADA DATE 080394 TYPE 3 NO 200 SEQ NO 00002 MODE EDIT AND POST
DOC DATE:                      EFF DATE: 080394 DUE DATE:          SERV DATE: 080394
CUR DOC/SFX: EXXX0005 001 REF DOC/SFX:          MOD:      AGENCY: ADA
TRANS CODE: 203                ENCUMBRANCE NOT PRE-ENCUMBERED
INDEX: 07001                ADMINISTRATION
PCA:
AY: 94
COMP/AGY OBJ: 6232          DATA ENTRY - INTERNAL
AMOUNT: 00000000100.00 RVS:      DISC:          1099:      FO:      PDT:
DOC COUNT: 00001 DOC AMT: 00000000100.00 DOC AGY: ADA CI:      PROP #:
INV NO:                      DT:      DESC:
VEND/MC: 111111111 111 NM: ACME INC.
CONT NO:                      ADD1: 123 MAIN STREET
WARR NO:                      ADD2:
APPN NO:                      ADD3:
FUND: 0001 BNK ID:          ADD4:                      CTRY: USA
GL AC/AGY:                      CITY: MIDDLETOWN          ST: CA ZIP: 11111 0000 00
GRANT NO/PH:                      SUBGRANTEE:          PROJ NO/PH:
MPCD:                      AGY CD-1:      2:      3:      DI:      RTI:
TRANSACTION SUCCESSFULLY CHANGED

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

The Batch Balancing screen appears and identifies that the batch is now in balance. Release the batch by selecting “F6,” then select “F11” to recall a “Batch Header Entry” screen:

```
S502 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      BATCH BALANCING              FACS

      (BLANK ACTION RETURNS TO BATCH HEADER ENTRY)
      BATCH AGENCY: ADA
      BATCH DATE: 080393
      BATCH TYPE: 3
      BATCH NUMBER: 200

      BATCH BALANCING:
      ENTERED COUNT: 00002          ENTERED AMOUNT: 0000000200.00
      COMPUTED COUNT: 00002          COMPUTED AMOUNT: 0000000200.00

      PAYMENT DIST TYPE:
      DISB METH IND:
      USER ID: MZ7Q0G          JANE DOE
      USER CLASS: 01

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION

F1-HELP  F2-RECALL BATCH  F3-DELETE  F6-RELEASE  F7-DETAILS  F8-DOC/TRACK
F9-INTERRUPT  F10-HOLD  F11-HEADER ENTRY  F12-HEADERS  CLEAR-EXIT
```

Example 3

Two expenditure transactions are entered for agency ADA. The user incorrectly enters a “3” as the number of transactions in the batch.

After all transactions are entered, the Batch Balancing screen identifies that the batch is not in balance. Select “F2.”

```
S502 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      BATCH BALANCING              FACS

      (BLANK ACTION RETURNS TO BATCH HEADER ENTRY)
      BATCH AGENCY: ADA
      BATCH DATE: 080393
      BATCH TYPE: 3
      BATCH NUMBER: 200

      BATCH BALANCING:
      ENTERED COUNT: 00003      ENTERED AMOUNT: 0000000200.00
      COMPUTED COUNT: 00002      COMPUTED AMOUNT: 0000000200.00

      PAYMENT DIST TYPE:
      DISB METH IND:
      USER ID: MZ7Q0G          R★STARS USER
      USER CLASS: 01

WARNING....BATCH OR DOCUMENTS NOT IN BALANCE....
COMPUTED TRANSACTIONS HAVE POSTED
F1-HELP  F2-RECALL BATCH  F3-DELETE  F6-RELEASE  F7-DETAILS  F8-DOC/TRACK
F9-INTERRUPT  F10-HOLD    F11-HEADER ENTRY  F12-HEADERS  CLEAR-EXIT
```


The Recall a Batch for Correction screen appears. Enter "F2" to change the Batch Header.

```
S510 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      RECALL A BATCH FOR CORRECTION      FACS

                                BATCH AGENCY: ADA
                                BATCH DATE: 080393
                                BATCH TYPE: 3
                                BATCH NUMBER: 200
                                SEQUENCE NUMBER:      (REQUIRED IF CHANGING, DELETING, OR VIEWING A
                                                         TRANS)

                                BATCH BALANCING-
                                ENTERED COUNT: 00003      ENTERED AMOUNT: 00000000200.00
                                COMPUTED COUNT: 00002      COMPUTED AMOUNT: 00000000200.00

                                PAYMENT DIST TYPE:
                                DISB METH IND:
                                ORIGINAL USER ID:
                                USER CLASS:
                                LAST USER ID:

F1-HELP  F2-CHANGE HDR  F3-DELETE  F4-CHANGE  F5-VIEW  F6-BALANCING  F7-DETAILS
F8-DOC/TRK  F9-INTERRUPT  F10-ADD  F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT
```

The 511 Change Batch Header screen appears and the user then changes the number of transactions to 2. Select "F10" to save the change and return to the "510" screen.

```
S511 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      CHANGE BATCH HEADER              FACS

                                ENTER CHANGES - PRESS SAVE KEY TO UPDATE OR CANCEL KET TO CANCEL

                                BATCH AGENCY: ADA
                                BATCH DATE: 080393
                                BATCH TYPE: 3
                                BATCH NUMBER: 200

                                BATCH BALANCING:
                                ENTERED COUNT: 00002      ENTERED AMOUNT: 00000000200.00
                                COMPUTED COUNT: 00002      COMPUTED AMOUNT: 00000000200.00
                                BATCH EDIT MODE: 2
                                PAYMENT DIST TYPE:
                                DISB METH IND:
                                EFFECTIVE DATE: 080393
                                USER ID: MZ7Q0G      JANE DOE
                                USER CLASS: 01

F1-HELP  F9-INTERRUPT  F10-SAVE  F12-CANCEL  CLEAR-EXIT
```

The Batch Balancing screen appears and identifies that the batch is now in balance. Select "F6" to release the batch. Select "F11" to recall the Batch Header Entry screen.

```
S502 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      BATCH BALANCING              FACS

      (BLANK ACTION RETURNS TO BATCH HEADER ENTRY)
      BATCH AGENCY: ADA
      BATCH DATE: 080393
      BATCH TYPE: 3
      BATCH NUMBER: 200

      BATCH BALANCING:
      ENTERED COUNT: 00002          ENTERED AMOUNT: 0000000200.00
      COMPUTED COUNT: 00002          COMPUTED AMOUNT: 0000000200.00

      PAYMENT DIST TYPE:
      DISB METH IND:
      USER ID: MZ7Q0G          R★STARS USER
                                USER CLASS: 01

THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE ACTION

F1-HELP  F2-RECALL BATCH  F3-DELETE  F6-RELEASE  F7-DETAILS  F8-DOC/TRACK
F9-INTERRUPT  F10-HOLD    F11-HEADER ENTRY  F12-HEADERS  CLEAR-EXIT
```

Example 4

Review deposit ticket books and use the smallest numbered deposit ticket first. You may have multiple items (e.g., checks) on a deposit ticket. Generally the deposit ticket number should correspond to the current document number.

Using the 500 screen, type a "2" in the Batch Type field for a revenue/receipt transaction. Select "F10" and the system transfers to the 504 screen. Fill in the appropriate information. Multiple items on a deposit ticket will have the same eight-digit number (this is the actual deposit ticket) in the Current Document field. The suffix will be sequentially numbered. You must enter all eight digits of the deposit ticket number.

Example: 48900102 001
 48900102 002

S500 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	BATCH HEADER ENTRY	FACS
BATCH AGENCY: ADA (SIGN ON AGENCY)		
BATCH DATE: 080294 (MMDDYY, DEFAULTS TO TODAYS DATE)		
BATCH TYPE: 2		
BATCH NUMBER: 104		
BATCH COUNT: 00002 BATCH AMOUNT: 200.00		
BATCH EDIT MODE: 2 (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)		
PAYMENT DIST TYPE: (MUST BE IN D50 PDT PROFILE)		
DISB METH IND: (H, L, M, R, E OR SPACE)		
EFFECTIVE DATE: (MMDDYY, DEFAULTS TO TODAYS DATE)		
FAST ENTRY: (M/S/I/)		
USER ID: RSTARS03 USER NAME		
USER CLASS: 01		
ACTION CODE AGENCY: 000		
ACTION CODE: 001		
F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT		

S504 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		REVENUE/RECEIPTS TRANSACTION ENTRY		NOTE: FACS	
BATCH: AGENCY ADA DATE 081494 TYPE 2 NO 202 SEQ NO 00001 MODE EDIT AND POST					
DOC DATE: 080294		EFF DATE: 080294		DUE DATE:	
CUR DOC/SFX: 48900102001		REF DOC/SFX:		SERV DATE:	
TRANS CODE: 103		MOD:		AGENCY: ADA	
INDEX: 00131					
PCA:		AY: 94			
COMP/AGY OBJ: 1530					
AMOUNT: 100.		RVS:		DESC:	
DOC COUNT:		DOC AMT: 00000000200.00		DOC AGY: ADA FO: BANK ID: 000	
VEND/MC:		NM:			
PMT TYPE: INT:		ADD1:			
BANK:		ADD2:			
DISC DT: TM:		ADD3:			
PEN DT: TM:		ADD4:			
PEN AMT:		CITY:		ST: ZIP:	
DI#:		APPN NO:		FUND: GL ACCT/AGY:	
GRANT NO/PH:		SUBGRANTEE:		PROJ NO/PH:	
MPCD:		AGY CD-1: 2: 3:		RTI:	
TRANSACTION SUCCESSFULLY WRITTEN					
F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-PRINT					
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT					

After all the checks have been entered and saved, balance the batch by selecting F6. Once the batch is balanced, the batch can be released with User Class 90. After the batch is released, it will have a batch status of A.

Avoid deleting a deposit transaction as you will not be able to re-enter your deposit ticket number in a new batch. When you have multiple items on one deposit ticket, use all available lines on the deposit ticket. If you have more items than lines available, **DO NOT** use another deposit ticket. You should make an attachment to the deposit ticket with the appropriate information. The total on the deposit ticket **MUST** include the items listed on the deposit ticket and the items listed on the attachment.

If you know ahead of time that the number of items will exceed the lines, all the items can be listed on an attachment. The total **MUST** be put on the deposit ticket.

All information must be submitted to Treasury.

3.4 TRANSACTION SPLIT DATA ENTRY

R★STARS Transaction Split process is designed to reduce the manual effort necessary for repetitive posting of like transactions. This process provides the capability for splitting any type of transaction such as revenues, expenditures, pre-encumbrances, and encumbrances. The split accounting classification is established on the 550 Recurring Transaction profile. An RTI is designated as a “split RTI” by assigning an RTI Type of “S” on the 550 Recurring Transaction profile, as depicted in the examples presented later in this section.

R★STARS Transaction Split process only allows splitting transactions by the following elements:

- Fund
- Appropriation Number
- Appropriation Year
- Grant/Phase
- Project/Phase
- Subgrantee (**Not used in Michigan**)
- Multipurpose Code
- Agency Code 1
- Agency Code 2
- Agency Code 3

This process is not intended to split transactions by Organization, Program, Index or PCA.

This section discusses the procedures for setting up RTIs for transaction split, followed by procedures for transaction data entry and inquiring on financial tables.

Transaction Split RTIs

Transaction split RTIs are maintained through the 550 Recurring Transaction profile. This profile is used to record data elements required for establishing traditional and split RTIs. Traditional recurring transactions are used for those payments which occur regularly in the same amount, such as rent payments, and for periodic or monthly accruals. The remainder of this section discusses the use of the 550 Recurring Transaction profile for split transactions. See Chapter 8 and Reference Manual Chapter 7 for discussion of traditional recurring transactions.

The Recurring Transaction profile is accessed by selecting the “Financial Data Entry” option from the Main menu and then selecting option “550” from the submenu or pressing the related function key. The 550 screen is shown below.

```

S550 VER 2.0                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                    RECURRING TRANSACTION PROFILE        FACS

AGENCY: TRS   TRANS NO:                RTI:                RTI TYPE: R
USER ID: @PMTLK   DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1:          2:          3:          4:
BATCH - AGY:      TYPE:          DOC DATE:          SERV DATE:
CUR DOC/SFX:      REF DOC/SFX:
TRANS CODE:
INDEX:
PCA:
COMP/AGY OBJ:
AMOUNT:          RVS:   DISCOUNT:          FUND OVRD:
DOC AMT:          DOC AGY:          BANK ID:
% ALLOCATED:      PDT:          MOD:          APPN YEAR:          APPN NO:
FUND:          GL ACCT/AGY:
GRANT NO/PH:      SUBGRANTEE:
MPCD:          AGY CD - 1:          2:          3:
VEND/MC:          STATUS CODE: A
EFF START DATE: 06011994   EFF END DATE:          LAST PROC DATE:

F1-HELP   F3-DELETE   F4-EDIT   F5-NEXT TRANS NO   F8-NEXT FOR RTI   F9-INTERRUPT
F10-SAVE   F11-SAVE/CLEAR   F12-RTI COMPLETE   ENTER-INQUIRE   CLEAR-EXIT

```

The elements on this profile are described below:

- **Agency** Each agency maintains its own profiles. Defaults to the user’s security agency.
- **Transaction Number** A user-defined numbering convention used to uniquely identify each recurring transaction definition within an RTI.
- **Recurring Transaction Index (RTI)** A user-defined coding block which defines the elements to be split or looked up by the RTI and the percentage allocation. The total percentage allocation of the RTI must equal 1.00 (100 percent). Up to 10 coding blocks (splits) can be assigned to one unique RTI.
- **RTI Type** Valid values are “R” (Regular) and “S” (Split). The RTI Type indicator defaults to “R,” which indicates that the record will be used for traditional recurring transaction entry. The user must change the type to “S” when establishing split RTIs. All transactions for a given RTI must have the same RTI type.

- **Coding Block** No classification elements other than the following may be entered on a split transaction RTI: fund, appropriation number, appropriation year, project number/phase, grant number/phase, subgrantee (**not used in Michigan**), multipurpose code, and agency code 1, 2, and 3. (See Section 3-2 for a description of these elements).
- **% Allocated** Establishes the total percentage allocation for each transaction for a given RTI. The total percentage allocation must equal 1.00 (100% percent) for all transactions assigned to a RTI. Each allocation is established in the "nnnnn" format.

Example — Entering Transactions on the 550 Recurring Transaction Profile

The following example illustrates the steps taken by agency TRS to establish a Transaction Split RTI. This RTI will split across funds allocated as: 40% to fund "0001" and appropriation number "04505," 25% to fund "0003" and appropriation number "04510," and 35% to fund "0005" and appropriation number "04511." The profile records are established using RTI "123456" and Transaction Numbers "100000," "100001" and "100002."

S550 VER 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		RECURRING TRANSACTION PROFILE		FACS	
AGENCY: TRS		TRANS NO: 100000		RTI: 123456 RTI TYPE: S	
USER ID: @PMTLK		DESCRIPTION:			
GENERATE SCHEDULE (MMDD)		- 1:		2: 3: 4:	
BATCH - AGY:		TYPE:		DOC DATE: SERV DATE:	
CUR DOC/SFX:		REF DOC/SFX:			
TRANS CODE:					
INDEX:					
PCA:					
COMP/AGY OBJ:					
AMOUNT:		RVS: DISCOUNT:		FUND OVRD:	
DOC AMT:		DOC AGY:		BANK ID:	
% ALLOCATED: .40000		PDT: MOD:		APPN YEAR: APPN NO: 04505	
FUND: 0001		GL ACCT/AGY:			
GRANT NO/PH:		SUBGRANTEE:		PROJ NO/PH:	
MPCD:		AGY CD - 1:		2: 3:	
VEND/MC:				STATUS CODE: I	
EFF START DATE: 06011994		EFF END DATE:		LAST PROC DATE:	
Z01 RECORD SUCCESSFULLY ADDED					
TRANSACTIONS FOR UPDATED RTI ARE INACTIVATED -PRESS F12 TO REACTIVATE					
F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT					
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT					

The first transaction for RTI "123456" posted successfully, however, the record's status code is set to "I" (Inactive). A new 550 record, which is made unique by incrementing the Transaction Number, must be established for each of the three RTI components. Once all of these components have been entered, the user must select "F12" to activate all the profiles for this RTI. R★STARS will change the status code to "A" for all transactions posted to this RTI only when the RTI Percentage Allocated equals 1.00 (100 percent).

If a user attempts to post a transaction on the Financial Entry screen (edit mode 1 or 2) that includes an RTI which has an inactive status, the transaction will not post and an error message will be displayed indicating that the RTI is not valid.

The second transaction for RTI "123456" is shown below:

```
S550 VER 2.0                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                    RECURRING TRANSACTION PROFILE        FACS

AGENCY: TRS    TRANS NO: 100001                RTI: 123456    RTI TYPE: S
USER ID: @PMTLK    DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1:                2:                3:                4:
BATCH - AGY:      TYPE:                DOC DATE:                SERV DATE:
CUR DOC/SFX:      REF DOC/SFX:
TRANS CODE:
INDEX:
PCA:
COMP/AGY OBJ:
AMOUNT:          RVS:    DISCOUNT:                FUND OVRD:
DOC AMT:          DOC AGY:                BANK ID:
% ALLOCATED: .25000    PDT:    MOD:    APPN YEAR:    APPN NO: 04510
FUND: 0003    GL ACCT/AGY:
GRANT NO/PH:    SUBGRANTEE:                PROJ NO/PH:
MPCD:          AGY CD - 1:                2:                3:
VEND/MC:                STATUS CODE: I
EFF START DATE: 06011994    EFF END DATE:                LAST PROC DATE:
Z01 RECORD SUCCESSFULLY ADDED
TRANSACTIONS FOR UPDATED RTI ARE INACTIVATED -PRESS F12 TO REACTIVATE
F1-HELP    F3-DELETE    F4-EDIT    F5-NEXT TRANS NO    F8-NEXT FOR RTI    F9-INTERRUPT
F10-SAVE    F11-SAVE/CLEAR    F12-RTI COMPLETE    ENTER-INQUIRE    CLEAR-EXIT
```


The third transaction for RTI “123456” is shown below:

```

S550 VER 2.0                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                    RECURRING TRANSACTION PROFILE        FACS

AGENCY: TRS      TRANS NO: 100002                RTI: 123456  RTI TYPE: S
USER ID: @PMTLK      DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1:          2:          3:          4:
BATCH - AGY:        TYPE:      DOC DATE:      SERV DATE:
CUR DOC/SFX:                REF DOC/SFX:
TRANS CODE:
INDEX:
PCA:
COMP/AGY OBJ:
AMOUNT:          RVS:  DISCOUNT:          FUND OVRD:
DOC AMT:          DOC AGY:          BANK ID:
% ALLOCATED: .35000      PDT:      MOD:      APPN YEAR:      APPN NO: 04511
FUND: 0005      GL ACCT/AGY:
GRANT NO/PH:      SUBGRANTEE:          PROJ NO/PH:
MPCD:          AGY CD - 1:          2:          3:
VEND/MC:                STATUS CODE: I
EFF START DATE: 06011994  EFF END DATE:          LAST PROC DATE:
Z01 RECORD SUCCESSFULLY ADDED
TRANSACTIONS FOR UPDATED RTI ARE INACTIVATED -PRESS F12 TO REACTIVATE
F1-HELP  F3-DELETE  F4-EDIT  F5-NEXT TRANS NO  F8-NEXT FOR RTI  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  F12-RTI COMPLETE  ENTER-INQUIRE  CLEAR-EXIT
  
```

Once all profiles for the RTI have been successfully entered, select “F12.” The records associated with this RTI are simultaneously activated if the total percent allocated is equal to 1.00. The activation of RTI “123456” is illustrated below:

```

S550 VER 2.0                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                    RECURRING TRANSACTION PROFILE        FACS

AGENCY: TRS      TRANS NO: 100002                RTI: 123456  RTI TYPE: SUSER
ID: @PMTLK      DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1:          2:          3:          4:
BATCH - AGY:        TYPE:      DOC DATE:      SERV DATE:
CUR DOC/SFX:                REF DOC/SFX:
TRANS CODE:
INDEX:
PCA:
COMP/AGY OBJ:
AMOUNT:          RVS:  DISCOUNT:          FUND OVRD:
DOC AMT:          DOC AGY:          BANK ID:
% ALLOCATED: .35000      PDT:      MOD:      APPN YEAR:      APPN NO: 04511
FUND: 0005      GL ACCT/AGY:
GRANT NO/PH:      SUBGRANTEE:          PROJ NO/PH:
MPCD:          AGY CD - 1:          2:          3:
VEND/MC:                STATUS CODE: A
EFF START DATE: 06011994  EFF END DATE:          LAST PROC DATE: 06011994
TRANSACTIONS SUCCESSFULLY ACTIVATED

F1-HELP  F3-DELETE  F4-EDIT  F5-NEXT TRANS NO  F8-NEXT FOR RTI  F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  F12-RTI COMPLETE  ENTER-INQUIRE  CLEAR-EXIT
  
```

Similarly, if an RTI has been activated and one of the profiles on the 550 Recurring Transaction profile is subsequently changed or deleted such that the percent allocated no longer equals 1.00, R★STARS will automatically inactivate all records assigned to that RTI.

Entering Split Transactions

Split transactions can be entered on any of the Financial Transaction Entry screens following the same procedures as normal transactions. These screens, as well as the coding instructions for completing a batch header and entering on-line and batch transactions, are discussed in Section 3-2.

To enter a split transaction, complete the batch header and select the appropriate batch type based on the type of transaction to be entered. Once the Transaction Entry screen is displayed, enter the transaction code and any other elements required by the transaction code (e.g., index, comptroller object, Transaction Amount).

The “split RTI” must be entered on the transaction or it can be looked up by any of the following elements:

- **PCA**
- **Grant/Phase**
- **Project/Phase**

If more than one element looks up a different RTI, the RTI must be entered on the transaction or an “RTI lookup mismatch” error will result. Elements entered on the Transaction Entry screen take precedence over elements looked up, except those elements looked up by an RTI. For example, if an RTI is looked up by a PCA, but a different RTI is also entered on a transaction, the input value overrides the PCA looked up value. However, elements looked up by the RTI always override input values and values looked up elsewhere. For example, if an RTI looks up an element, such as appropriation number, which has been looked up by another coding block element or entered by the user on the transaction, the RTI looked up value takes precedence.

When all data has been entered, select the “F4” key to edit the data or, alternatively, select the “F10” key to save the data. The F4 key does not post the transaction, but merely edits the transaction for required fields and valid values, and fills in certain looked up elements. Full data edits and fund control edits are performed if F10 is selected and the batch edit mode is “2.” Edit mode 2 transactions are split on-line. Section 3-2 for a more detailed discussion of the F4 and F10 function keys.

Data edits are performed on-line for batches posted in Edit Mode “1,” however, the transactions are not split until the nightly Input, Edit and Update (IEU) process. Both editing and splitting of batches posted in edit mode “0” occurs during the nightly Input, Edit and Update (IEU) process.

When the entered transaction (known as the parent) is successfully posted, it technically no longer exists in R★STARS as a transaction since it has been split into as many as 10 transactions. The parent transaction is, however, posted to the Internal Transaction and History File for internal use, but will not be posted to the Accounting Event Table, or any of the financial tables, as discussed later in this section.

Example — Entering Split Transactions - Edit Mode 2

The following example illustrates the steps taken by agency TRS for establishing a pre-encumbrance that will be split across the funds according to the percentages allocated in RTI “123456.”

The batch header is entered, using batch type “3,” Edit Mode “2,” batch count of “1” and batch amount of “\$10,000.”

```
S500 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      BATCH HEADER ENTRY          FACS

    BATCH AGENCY: TRS          (SIGN ON AGENCY)
    BATCH DATE: 060194         (MMDDYY, DEFAULTS TO TODAYS DATE)
    BATCH TYPE: 3
    BATCH NUMBER: 700

    BATCH COUNT:              BATCH AMOUNT:

    BATCH EDIT MODE: 2         (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
    PAYMENT DIST TYPE:         (MUST BE IN D50 PDT PROFILE)
    DISB METH IND:             (H, L, M, R, E OR SPACE)
    EFFECTIVE DATE: 052494     (MMDDYY, DEFAULTS TO TODAYS DATE)
    FAST ENTRY:                (M/S/I/ )
    USER ID: RSTARS04          R★STARS USER NAME
    USER CLASS: 01
    ACTION CODE AGENCY:
    ACTION CODE:
```

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT

Enter all elements required by the transaction code (e.g., transaction code, current document number, index, comptroller object, transaction amount, etc.). In this example, the Index “62000” looks up the PCA “00002.” The PCA looks up RTI “123456” and appropriation number “04561.”

```

S505 VER 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                          PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE: N  FACS
BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 060194   EFF DATE: 060194   DUE DATE:           SERV DATE:
CUR DOC/SFX: PP000100 001 REF DOC/SFX:           MOD:      AGENCY: TRS
TRANS CODE: 200
INDEX: 62000
PCA:
COMP/AGY OBJ: 6200 5050                      AY: 94
AMOUNT: 10000.00          RVS:      DISC:           1099:   FO:      PDT:
DOC COUNT:          DOC AMT: 10000.00          DOC AGY: TRS CI:   PROP #:
INV NO:          DT:          DESC:
VEND/MC:          NM:
CONT NO:          ADD1:
WARR NO:          ADD2:
APPN NO:          ADD3:
FUND:          BNK ID: 002 ADD4:          CTRY:
GL AC/AGY:          CITY:          ST:          ZIP:
GRANT NO/PH:          SUBGRANTEE:          PROJ NO/PH:
MPCD:          AGY CD-1: 2:          3:          DI:          RTI:

F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT

```

Once all data has been entered, select “F4” to edit the transaction or select the “F10” key to edit, save and post the transaction to the Internal Transaction file, Accounting Event Table and the applicable financial tables. The input transaction must be error free before further processing and splitting occurs. If either “F4” or “F10” is selected and the “parent” transaction contains data edit errors (e.g., invalid index, document number required), some of the looked up fields will be displayed as well as the related errors code and messages. Select “F10” after all data edit type errors have been corrected.

Split Transaction: Inquiry

If there are errors associated with the RTI (e.g., RTI looks up an inactive fund), R★STARS automatically interrupts to the 518 Split Transaction Inquiry to view the resulting errors. This inquiry screen displays two lines of data elements and corresponding error codes for each generated transaction. The details of each split transaction and their associated error codes and messages can be selected from this screen by selecting “F2.”

The 518 Split Transaction Inquiry is shown below. For example purposes, assume fund “0005” has a status code of “I” (Inactive). R★STARS will successfully split the first two transactions

associated with RTI "123456," but will fail on the third transaction, while trying to post to fund 0005.

```

S518 2.0                      R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      SPLIT TRANSACTION INQUIRY          FACS
ACTIVE
BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00001

S SEQ NO AGY  RTI  FUND  APPN AY  GRANT/PH PROJECT/PH          ERRORS
      SUBGRANTEE  MULTI CODE ACD1 ACD2  ACD3
00001 TRS 123456      04561 94
00002              0001 04505 94
00003              0003 04510 94
S 00004              0005 04511 94                      ECH

NO MORE RECORD(S) FOUND

F1-HELP  F2-VIEW DET  F3-DELETE  F7-PRIOR PAGE  F8-NEXT PAGE  F9-INT  ENTER-INQ

```

The user can select the transaction in error and select "F2" to view the detail of the transaction and the error messages:

```

S505 2.0                      R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE: N  BLDV
BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00004 MODE EDIT AND POST
DOC DATE: 060194  EFF DATE: 060194  DUE DATE:                SERV DATE:
CUR DOC/SFX: PP000100 001  REF DOC/SFX:                MOD:  AGENCY: TRS
TRANS CODE: 200
INDEX: 62000
PCA: 00002                      AY: 94
COMP/AGY OBJ: 6200 5050
AMOUNT: 00000003500.00 RVS:    DISC:                1099: 1 FO:    PDT:
DOC COUNT: 00000 DOC AMT: 00000000000.00 DOC AGY: TRS CI:    PROP #:
INV NO:                DT:                DESC:
VEND/MC:                NM:
CONT NO:                ADD1:
WARR NO:                ADD2:
APPN NO: 04511          ADD3:
FUND: 0005 BNK ID:      ADD4:                      CTRY:
GL AC/AGY:                CITY:                ST:    ZIP:
GRANT NO/PH:              SUBGRANTEE:            PROJ NO/PH:
MPCD:                AGY CD-1:    2:    3:    DI:    RTI:
ECH FUND STATUS NOT "A"

RECORD SUCCESSFULLY RECALLED

```

To correct the error, select “F6” to return to the 518 Split Transaction Inquiry, then select “F9” to interrupt to the original Transaction Entry screen. A message is displayed indicating “Transaction Reversal Successful,” which means R★STARS reversed the first two successfully posted split transactions associated with RTI “123456.” These transactions will be reposted once the error on the third transaction has been corrected.

```

S505 2.0                                R★STARS ACCOUNTING                                08/15/94 12:00 PM
LINK TO:                                PRE-ENC/ENC/EXPEND TRANSACTION ENTRY        NOTE: N    FACS
BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 060194   EFF DATE: 060194   DUE DATE:           SERV DATE:
CUR DOC/SFX: PP000100 001 REF DOC/SFX:           MOD:   AGENCY: TRS
TRANS CODE: 200          ESTABLISH A PRE-ENCUMBRANCE
INDEX: 62000            AIR QUALITY DIVISION
PCA: 00002              TESTING EQUIPMENT                                AY: 94
COMP/AGY OBJ: 6200 5050 PENCIL EXPENSE
AMOUNT: 00000010000.00 RVS:           DISC:           1099: 1 FO:   PDT:
DOC COUNT: 00000 DOC AMT: 00000010000.00 DOC AGY: TRS CI:   PROP #:
INV NO:                DT:                DESC:
VEND/MC:                NM:
CONT NO:                ADD1:
WARR NO:                ADD2:
APPN NO: 04561          ADD3:
FUND:   BNK ID:         ADD4:                CTRY:
GL AC/AGY:              CITY:                ST:   ZIP:
GRANT NO/PH:            SUBGRANTEE:           PROJ NO/PH:
MPCD:                  AGY CD-1: 2:   3:   DI:   RTI:
TRANSACTION REVERSAL SUCCESSFUL

F1-HELP  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT

```

The correction is made from the Transaction Entry screen by interrupting to the appropriate profile and correcting the error. In this example, the error can be corrected by linking to the 550 Recurring Transaction profile and changing the RTI profile to lookup a different fund, or fund “0005” can be activated in the D23 Fund profile. Once the error has been corrected, interrupt back to the Transaction Entry screen by selecting “F9” again and then select “F10” to save the transaction.

If no additional errors occur, the transaction will successfully post and split.

```

S505 VER 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                          PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE: N  FACS
BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00005 MODE EDIT AND POST
DOC DATE: 060194   EFF DATE: 060194   DUE DATE:           SERV DATE:
CUR DOC/SFX: PP000100 002 REF DOC/SFX:           MOD:      AGENCY: TRS
TRANS CODE: 200
INDEX: 62000
PCA:
AY: 94
COMP/AGY OBJ: 6200 5050
AMOUNT:
RVS:      DISC:
1099:     FO:     PDT:
DOC COUNT: 00001 DOC AMT: 00000010000.00 DOC AGY: TRS CI:   PROP #:
INV NO:      DT:      DESC:
VEND/MC:      NM:
CONT NO:      ADD1:
WARR NO:      ADD2:
APPN NO: 04561  ADD3:
FUND:      BNK ID:  ADD4:
GL AC/AGY:      CITY:      ST:      ZIP:      CTRY:
GRANT NO/PH:      SUBGRANTEE:      PROJ NO/PH:
MPCD:      AGY CD-1: 2:      3:      DI:      RTI:

TRANSACTION SUCCESSFULLY WRITTEN
F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
  
```

The batch sequence number is incremented to “00005” and the screen is ready for another transaction. Sequence “00001” has been assigned to the original “parent” transaction entered above and sequence numbers “00002,” “00003” and “00004” have been assigned to the split transactions defined by the RTI “123456.” Select “F7” to view the details of the batch. The following screen is displayed:

```

S520 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                          VIEW A BATCH                      FACS

BATCH ID: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQUENCE 00001
MODE 2                      EFF DATE 060194      STATUS H      PRINTER ID: PR01

S P  SEQ  CUR DOC/SFX  REF DOC/SFX  M AGY TC  INDEX  PCA  AY COBJ      AMOUNT R
Y 00001 PP000100 001      TRS 200 62000 00002 94 6200      10000.00
  00002 PP000100 001      TRS 200 62000 00002 94 6200      4000.00
  00003 PP000100 001      TRS 200 62000 00002 94 6200      2500.00
  00004 PP000100 001      TRS 200 62000 00002 94 6200      3500.00

ENTERED COUNT: 00004                      ENTERED AMOUNT: 00000020000.00
COMPUTED COUNT: 00004                      COMPUTED AMOUNT: 00000020000.00
NO MORE DETAILS IN THIS BATCH

F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F8-DOC TRACK
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT
  
```

R★STARS assigns a “Y” in the Parent (P) field to indicate the input transaction. The remaining transaction are split transactions. Although the parent transaction is displayed here, the transaction as it was entered no longer exists after the transaction is successfully split. There is no Accounting Event record created for the parent transaction and there is no impact on the financial tables. Instead, the split transactions are reflected in the Accounting Event and all applicable financial tables.

Inquiring on Split Transactions

Split transactions can be viewed and inquired upon in the same manner as non-split transactions. The following screens illustrate the records posted for the above split transactions using the 64 Document Record inquiry and the 84 Accounting Event Record inquiry.

Example — Document Record Inquiry

A detail record is created for each split transaction (\$4000/ \$2500 / \$3500). Each split transaction posts to the same document No/suffix, and is incremented by the class number. The detail/summary indicator must be “D” when viewing split transactions. The total amount of the transaction entered can be viewed by entering the agency document number/suffix and “S” in the Detail/Summary field.

S064 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	DOCUMENT RECORD INQUIRY	NOTE: N FACS
AGY: TRS DOC NO/SFX/CLASS: PP000100 001		
CREATE DATE: 060194 CLOSE DATE:		
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: S
INQ YEAR: 94	INQ MONTH: 12	DOC BALANCE: 10,000.00
BT	TITLE	AMOUNT BT TITLE AMOUNT
01	ORIG AMOUNT	10,000.00
F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT		

When the Detail/Summary indicator is changed to “D” and “F5” is selected, the first split transaction will be displayed:

S064 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	NOTE: N FACS			
AGY: TRS DOC NO/SFX/CLASS: PP000100 001 001					
CREATE DATE: 060194 CLOSE DATE:					
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D					
INQ YEAR: 94 INQ MONTH: 12 DOC BALANCE: 4,000.00					
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	4,000.00			
F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

Continue selecting “F5” to view all remaining records for this document. The class number will increment by one from each split transaction posted to the document number/suffix as shown on the following two screens:

S064 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM			
LINK TO:	DOCUMENT RECORD INQUIRY	NOTE: N FACS			
AGY: TRS DOC NO/SFX/CLASS: PP000100 001 002					
CREATE DATE: 060194 CLOSE DATE:					
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D					
INQ YEAR: 94 INQ MONTH: 12 DOC BALANCE: 2,500.00					
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	2,500.00			
F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

```
S064 2.0                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                DOCUMENT RECORD INQUIRY            NOTE: N    FACS

      AGY: TRS   DOC NO/SFX/CLASS: PP000100 001 003

CREATE DATE: 060194    CLOSE DATE:
  INQ TYPE: MC        (MA, YA, MY, YY, MC, YC)  DETAIL/SUMMARY: D
  INQ YEAR: 94        INQ MONTH: 12            DOC BALANCE:      3,500.00

BT          TITLE                AMOUNT  BT          TITLE                AMOUNT
01 ORIG AMOUNT                3,500.00

F1-HELP      F5-NEXT      F9-INTERRUPT      ENTER-INQUIRE      CLEAR-EXIT
```

Example — Accounting Event Record Inquiry

The user must enter the transaction ID (batch agency, batch date, batch type, batch number and sequence number) when inquiring on the accounting event record inquiry.

Using the example transaction above, a record is generated for each sequence number in Batch 700.

```

S084 2.0                      R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      ACCOUNTING EVENT RECORD INQUIRY    FACS

BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00002 REC TYPE: A STATUS: A

GL: DR1 2736 CR1 3012 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: TRS  DOC DATE: 060194 EFF DATE: 062194 DUE DATE:
SERV DATE:      CUR DOC/SFX/CLASS: PP000100 001 001 MOD:
                  REF DOC/SFX/CLASS:                      AGENCY: TRS
TRANS CODE: 200 INDEX: 62000 PCA: 00002 AY: 94      COMP/AGY OBJ: 6200 5050
AMOUNT:      4000.00 RVS: DISCOUNT:      .00 FO: PDT:
CI:  PROP #:      1099: 1 INV-NO:      DT:
VEND/MC:      DESC:
NAME:
CITY:      ST:      ZIP:      CTRY:
PMT-NO:      DT:      AP NO: 04505 FUND: 0001 GL AC/AGY: 2736
GRANT NO/PH:      SUBGRANTEE:      PROJ NO/PH:
MPCD:      AGY CD-1: 2: 3:      BANK ID: 002
DEBT/INVEST ISSUE #:      PMT TYPE: INT TM: 0 BANK:
DISC-DT:      TM:      PEN-DT:      TM:      PEN AMT:      .00
LAST PROC - DT: 06021994 TIME: 0759 ORIG SEQ NO: 00001 APPROVAL DT:

F1-HELP F2-VENDOR TRANS F3-PRIOR INQ F4-DOC TRANS F5-NEXT F9-INT ENTER-INQUIRE

```

The original (parent) sequence number "00001" is referenced on all split transactions in the "Orig Seq No" field. Continue selecting "F5" to view remaining records for this batch. The last sequence number is "00004."

```

S084 2.0                      R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      ACCOUNTING EVENT RECORD INQUIRY      FACS

BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00003 REC TYPE: A STATUS: A

GL: DR1 2736 CR1 3012 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: TRS  DOC DATE: 060194  EFF DATE: 062194  DUE DATE:
SERV DATE:      CUR DOC/SFX/CLASS: PP000100 001 002 MOD:
                  REF DOC/SFX/CLASS:                      AGENCY: TRS
TRANS CODE: 200 INDEX: 62000  PCA: 00002 AY: 94      COMP/AGY OBJ: 6200 5050
AMOUNT:        2500.00  RVS:  DISCOUNT:          .00  FO:  PDT:
CI:  PROP #:      1099: 1  INV-NO:                  DT:
VEND/MC:      DESC:
NAME:
CITY:          ST:  ZIP:          CTRY:
PMT-NO:      DT:      AP NO: 04510 FUND: 0003 GL AC/AGY: 2736
GRANT NO/PH:  SUBGRANTEE:          PROJ NO/PH:
MPCD:      AGY CD-1:  2:      3:      BANK ID: 002
DEBT/INVEST ISSUE #:      PMT TYPE:  INT TM:  0 BANK:
DISC-DT:      TM:      PEN-DT:      TM:      PEN AMT:          .00
LAST PROC - DT: 06021994 TIME: 0759 ORIG SEQ NO: 00001  APPROVAL DT:

F1-HELP F2-VENDOR TRANS F3-PRIOR INQ F4-DOC TRANS F5-NEXT F9-INT ENTER-INQUIRE

```

```

S084 2.0                      R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      ACCOUNTING EVENT RECORD INQUIRY      FACS

BATCH: AGENCY TRS DATE 060194 TYPE 3 NO 700 SEQ NO 00004 REC TYPE: A STATUS: A

GL: DR1 2736 CR1 3012 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: TRS  DOC DATE: 060194  EFF DATE: 062194  DUE DATE:
SERV DATE:      CUR DOC/SFX/CLASS: PP000100 001 003 MOD:
                  REF DOC/SFX/CLASS:                      AGENCY: TRS
TRANS CODE: 200 INDEX: 62000  PCA: 00002 AY: 94      COMP/AGY OBJ: 6200 5050
AMOUNT:        3500.00  RVS:  DISCOUNT:          .00  FO:  PDT:
CI:  PROP #:      1099: 1  INV-NO:                  DT:
VEND/MC:      DESC:
NAME:
CITY:          ST:  ZIP:          CTRY:
PMT-NO:      DT:      AP NO: 04511 FUND: 0005 GL AC/AGY: 2736
GRANT NO/PH:  SUBGRANTEE:          PROJ NO/PH:
MPCD:      AGY CD-1:  2:      3:      BANK ID: 002
DEBT/INVEST ISSUE #:      PMT TYPE:  INT TM:  0 BANK:
DISC-DT:      TM:      PEN-DT:      TM:      PEN AMT:          .00
LAST PROC - DT: 06021994 TIME: 0759 ORIG SEQ NO: 00001  APPROVAL DT:

F1-HELP F2-VENDOR TRANS F3-PRIOR INQ F4-DOC TRANS F5-NEXT F9-INT ENTER-INQUIRE

```

Example — Entering Split Transactions — Edit Mode 0 or 1

Split transactions can be entered in edit mode “0” (no on-line editing or posting) or “1” (on-line data editing only, with funds control editing, and posting performed in batch).

The following examples illustrate entering two receivable transactions using batch type “2” and edit mode “0.” In these examples, PCA “00001” looks up RTI “123123” (which splits 25% to funds “0003,” “0004,” “0005” and “0006”). PCA “00002” looks up RTI “123222” (which splits 40% to fund “0001” and 60% to fund “0013”). Fund “0013” has been inactivated.

Example 1 — Enter a split transaction for \$3000.

```

S504 2.0                                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                                REVENUE/RECEIPTS TRANSACTION ENTRY    NOTE:    FACS
BATCH: AGENCY TRS DATE 060594 TYPE 2 NO 801 SEQ NO 00002 MODE DATA ENTRY ONLY
DOC DATE: 060594   EFF DATE: 060594   DUE DATE:           SERV DATE:
CUR DOC/SFX: DT222222 001 REF DOC/SFX:           MOD:    AGENCY: TRS
TRANS CODE: 106
INDEX: 63000
PCA: 00001                                AY: 94
COMP/AGY OBJ: 3000
AMOUNT:                                RVS:            DESC:
DOC COUNT: 00002  DOC AMT: 00000010000.00 DOC AGY: TRS FO:  BANK ID: 002
VEND/MC:                                NM:
PMT TYPE:    INT:            ADD1:
BANK:                                ADD2:
DISC DT:      TM:            ADD3:
PEN DT:      TM:            ADD4:                                CTRY:
PEN AMT:                                CITY:            ST:    ZIP:
DI#:                                APPN NO:            FUND:            GL ACCT/AGY:
GRANT NO/PH:            SUBGRANTEE:            PROJ NO/PH:
MPCD:            AGY CD-1:    2:            3:            RTI:

TRANSACTION SUCCESSFULLY WRITTEN
F1-HELP  F2-INVOICE  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F8-PRINT
F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT

```

Example 2 — Enter a split transaction for \$7000.

```

S504 2.0                                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                                REVENUE/RECEIPTS TRANSACTION ENTRY    NOTE:    FACS
BATCH: AGENCY TRS DATE 060594 TYPE 2 NO 801 SEQ NO 00003 MODE DATA ENTRY ONLY
DOC DATE: 060594   EFF DATE: 060594   DUE DATE:           SERV DATE:
CUR DOC/SFX: DT222222 002 REF DOC/SFX:           MOD:    AGENCY: TRS
TRANS CODE: 106
INDEX: 88888
PCA: 00002                                AY: 94
COMP/AGY OBJ: 3000
AMOUNT:                                RVS:            DESC:
DOC COUNT: 00002  DOC AMT: 00000010000.00 DOC AGY: TRS FO:  BANK ID: 002
VEND/MC:           NM:
PMT TYPE:   INT:   ADD1:
BANK:       ADD2:
DISC DT:    TM:    ADD3:
PEN DT:     TM:    ADD4:
PEN AMT:    CITY:
DI#:        APPN NO:    FUND:    ST:    ZIP:
GRANT NO/PH: SUBGRANTEE:    GL ACCT/AGY:
MPCD:        AGY CD-1:    2:    3:    PROJ NO/PH:
RTI:
TRANSACTION SUCCESSFULLY WRITTEN
F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-PRINT
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

The system displays the “Transaction Successfully Written” message when the “F10” key is selected. However, since both transactions are posted in edit mode “0” (data entry only), the editing, splitting and posting of these transactions do not occur until the nightly Input, Edit Update process is run.

The batch sequence number is incremented to “0002” after the first transaction and “0003” after the second transaction. Although both transactions have four associated splits, the splitting has not occurred, and the original transactions entered are not yet flagged as parent transactions. Select “F7” to view the details of the batch.

The following screen is displayed:

S520 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	VIEW A BATCH	FACS
BATCH ID: AGENCY TRS DATE 060594 TYPE 2 NO 801 SEQUENCE 00001		
MODE 0	EFF DATE 060594	STATUS R PRINTER ID: TEST
S P SEQ CUR DOC/SFX REF DOC/SFX M AGY TC INDEX PCA AY COBJ	AMOUNT R	
00001 DT222222 001	TRS 106 63000 00001 94 3000	3000.00
00002 DT222222 002	TRS 106 88888 00001 94 3000	7000.00
ENTERED COUNT: 00002 ENTERED AMOUNT: 00000010000.00		
COMPUTED COUNT: 00002 COMPUTED AMOUNT: 00000010000.00		
NO MORE DETAILS IN THIS BATCH		
F1-HELP F2-SELECT F4-PRINT F5-NEXT PAGE F6-BALANCING F8-DOC TRACK		
F9-INTERRUPT F11-CORRECT BATCH F12-HEADERS ENTER-FIRST PAGE CLEAR EXIT		

After the nightly batch processing cycle is run, assuming the first transaction split successfully, the split transactions will post as sequence numbers "00003," "00004," "00005," and "00006." All transactions that post successfully are removed from the Internal Transaction File and posted to the History file, unless additional processing is required (i.e., approval, warrant generation). Transactions that require additional processing will remain on the Internal Transaction file with an Edit Mode of "4" to indicate they have posted successfully.

The second transaction fails data editing during the split processing because of an inactive fund. The two split transactions are reported on the DAFR2151 Error Report and then dropped from the Internal Transaction file. The parent transaction is placed on the Internal Transaction file with an edit mode of "3" to indicate the batch did not pass data and funding edits.

The following would be displayed on the 530 View Batch Headers screen for the example batch where the first transaction posted in successfully and the second transaction failed:

S530 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM							
LINK TO:		VIEW BATCH HEADERS		FACS							
BATCH AGENCY: TRS											
...BATCH ID...											
S	DATE	TYP	NO	STA	BAL	MODE	EFF	ENTERED	ENTERED	COMP	COMP
							DATE	COUNT	AMOUNT	COUNT	AMOUNT
	060594	2	801	H	Y	3	060594	00006	00000010000.00	00006	00000010000.00

F1-HELP	F5-NEXT PAGE	F6-BALANCING	F7-DETAILS	F8-DOC TRACK
F9-INTERRUPT	F11-CORRECT BATCH	ENTER-FIRST PAGE	CLEAR-EXIT	

The entered and computed counts are incremented to “00006” to indicate the two parent transactions and the four successfully posted splits on the first transaction.

Correction of Errors

The DAFR2151 Error Report, which is generated each time the batch process is run, displays the original transaction and all splits. The original transactions and associated splits will have an “Error in Split Tran” message. An error code with the specific reason (e.g., Fund Inactive) the transaction failed will also be displayed. The procedures for correcting errors on split transactions are virtually the same as regular transactions. However certain data elements on split transactions cannot be changed, as discussed below. See Data Entry Guide Chapter 4 and Reference Manual Chapter 11 for Error Correction Procedures using screen 510 Recall a Batch For Correction and 540 Batch Error Corrections.

Changing, Deleting Split Transactions

Changes can be made to transactions generated through the Transaction Split process, depending on the user’s level of security. Changes to the transaction code and transaction amount are not allowed, regardless of the user’s level of security. Changes

to the document amount and batch header, in order to balance a batch, are allowed by most levels of security.

Deleting a split transaction will cause all other split transactions with the same original transaction sequence number (parent) to be deleted.

The screen below illustrates deleting a split transaction.

```

S510 2.0                      R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                      RECALL A BATCH FOR CORRECTION      FACS

      BATCH AGENCY: TRS
      BATCH DATE: 060394
      BATCH TYPE: 3
      BATCH NUMBER: 004
      SEQUENCE NUMBER: 00003 (REQUIRED IF CHANGING, DELETING, OR VIEWING A
                           TRANS)

      BATCH BALANCING-
      ENTERED COUNT: 00000      ENTERED AMOUNT: 000000000000.00
      COMPUTED COUNT: 00004      COMPUTED AMOUNT: 00000010000.00

      PAYMENT DIST TYPE:
      DISB METH IND:
      ORIGINAL USER ID: SYSTEM      GENERAL SYSTEM TEST
      USER CLASS: 02
      LAST USER ID: SYSTEM      GENERAL SYSTEM TEST
WARNING...SPLIT TRANSACTION, ALL ASSOCIATED TRANSACTIONS WILL BE DELETED
Z03 DELETE RECORD? PRESS DELETE AGAIN TO CONFIRM
F1-HELP  F2-CHANGE HDR  F3-DELETE  F4-CHANGE  F5-VIEW  F6-BALANCING  F7-DETAILS
F8-DOC TRK  F9-INTERRUPT  F10-ADD  F11-RECOMPUTE  F12-HEADERS  CLEAR-EXIT

```

The matrices below summarize changing, adding and deleting split transactions:

- Users with “super security” (accounting trans flag on 96a is = 3 or 4) can change any data element value except the transaction code and amount.
- Other users (accounting trans flag on 96A is = 1 or 2) can change only the document amount.
- The “Change Document Amount” column only applies to tracked documents.

Example — **Parent** transaction entered in **Edit Mode “2”** and splits (children) are error free. Change on 510 Recall a Batch For Correction.

Accounting Trans. Flag on 96A	Change Batch Header	Change TC	Change Trans Amount	Change Documen t Amount	Change Other Data	Delete Trans.
0	N	N	N	N	N	N
1	Y	N	N	Y	N	Y*
2	Y	N	N	Y	N	Y*
3	Y	N	N	Y	N	Y*
4	Y	N	N	Y	N	Y*

* If a “parent” record is deleted, the entire “family” (parent and all children) is deleted.

Example — **Children** transactions entered in **Edit Mode “2”** and are error free. Change on 510 Recall a Batch For Correction.

Accounting Trans. Flag on 96A	Change Batch Header	Change TC	Change Trans Amount	Change Document Amount	Change Other Data	Delete Trans.
0	N	N	N	N	N	N
1	Y	N	N	Y	N	Y*
2	Y	N	N	Y	N	Y*
3	Y	N	N	Y	Y	Y*
4	Y	N	N	Y	Y	Y*

* If a “child” record is deleted, the entire “family” is deleted.

Example — **Parent** transaction in an **Edit Mode “0” or “1”** batch. Change on 510 Recall a Batch For Correction.

Accounting Trans. Flag on 96A	Change Batch Header	Change TC	Change Trans Amount	Change Document Amount	Change Other Data	Delete Trans.
0	N	N	N	N	N	N
1	Y	Y	Y	Y	Y	Y
2	Y	Y	Y	Y	Y	Y
3	Y	Y	Y	Y	Y	Y
4	Y	Y	Y	Y	Y	Y

Example — **Parent** transaction in an **Edit Mode “0” or “1”** batch. Change on 540 Batch Error Correction.

Accounting Trans. Flag on 96A	Change Batch Header	Change TC	Change Trans Amount	Change Document Amount*	Change Other Data	Delete Trans.
0	N	N	N	N/A	N	N
1	Y	Y	Y	N/A	Y	Y
2	Y	Y	Y	N/A	Y	Y
3	Y	Y	Y	N/A	Y	Y
4	Y	Y	Y	N/A	Y	Y

* 540 Batch Error correction does not provide the ability to update document amount.
Split transaction are not generated on-line for edit mode “0” and “1” batches.

Example — **Parent** transaction with errors in the children in an **Edit Mode “3”** batch. Change on 510 Batch Error Correction.

Accounting Trans. Flag on 96A	Change Batch Header	Change TC	Change Trans Amount	Change Document Amount	Change Other Data	Delete Trans.
0	N	N	N	N	N	N
1	Y	Y	Y	Y	Y	Y
2	Y	Y	Y	Y	Y	Y
3	Y	Y	Y	Y	Y	Y
4	Y	Y	Y	Y	Y	Y

* 540 Batch Error correction does not provide the ability to update document amount.

Example — **Parent** transaction with errors in the children in an **Edit Mode “3”** batch. Change on 540 Batch Error Correction.

Accounting Trans. Flag on 96A	Change Batch Header	Change TC	Change Trans Amount	Change Document Amount	Change Other Data	Delete Trans.
0	N	N	N	N/A	N	N
1	Y	Y	Y	N/A	Y	Y
2	Y	Y	Y	N/A	Y	Y
3	Y	Y	Y	N/A	Y	Y
4	Y	Y	Y	N/A*	Y	Y

* 540 Batch Error correction does not provide the ability to update document amount.

3.5 FINANCIAL INQUIRY

Users have on-line access to pertinent accounting data as current as the last batch update cycle for transactions entered in edit mode “0” or “1.” They can also view the effects of the current day’s transactions if the batches were fully edited and updated on-line (edit mode 2). The financial inquiry capability is provided for both R★STARS financial tables and transaction files. The financial tables available for inquiry include:

- **Accounting Event (AE)** — contains the full accounting classification for each financial transaction that posts to R★STARS.
- **Agency Budget (AB)** — contains agency budget, revenue, expenditure and encumbrance balances.
- **Appropriation (AP)** — contains appropriation budget, revenue, expenditure and encumbrance balances.
- **Cash Control (CC)** — contains the balance of available cash by fund.
- **Document Financial Table (DF)** — contains the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, and due to/from account.
- **General Ledger (GL)** — contains a balance by the lowest level in the classification structure.
- **Grant Table (GP)** — contains the budgets, expenditures and revenues of a grant.
- **Summary General Ledger (GS)** — contains summarized balances for each general ledger account.
- **Project Table (PJ)** — contains the budgets, expenditures and revenues of a project.

Most financial inquiry screens are comprised of specific informational components. These components are described in the following pages.

Balance Types

Each financial table, except the accounting event, contains several balance types which accumulate all financial data posted to R★STARS. For example, balance type 15, cash expenditures, is used to group all cash expenditure transactions, regardless of general ledger account, together. Financial transactions are posted to the appropriate balance types based on the transaction code entered on each transaction. The financial inquiry capability provides the user with on-line information in order to track detailed financial balances and transactions. All balance types associated with a transaction are included in the Accounting Event Table.

Account Balances

Calculated financial account balances are displayed on some financial inquiry screens where appropriate. These balances are calculated by using the balance type amounts in predefined algorithms or formulas. For example, the Document Balance amount on the 64 Document Financial Inquiry screen is calculated by adding balance types “01,” “02,” and subtracting balance type “03.” These formulas are used to determine account balances for control.

Inquiry Types

Each inquiry has several different inquiry options. These options are used to display different time frames of data balances and activity. The inquiry options are:

- **MA (monthly activity)** — summarizes the activity that occurred during the selected month. Takes the current month’s balance and subtracts the prior month’s balance.
- **YA (prior year activity)** — summarizes the activity that occurred during the prior year. Takes the prior year’s balance and subtracts the prior-prior year’s balance.
- **MY (month to date)** — summarizes all of the activity for the current year that occurred up to and including the selected month. Takes the current month’s balance and subtracts the prior year’s balance.
- **YY (prior prior year activity)** — displays the balance for the year prior to the prior year.
- **MC (month cumulative to date)** — summarizes the activity for all years up to and including the selected month. Shows the balance through the current month.
- **YC (prior year activity)** — summarizes the activity for all years up to the end of the prior year. Shows the prior year’s balance.

Each inquiry screen displays all of the balance types that have had transactions posted against it. For a complete list of all possible balance types refer to the D05 Balance Type profile. Subordinate inquiry screens are available that support summarized balances in the Grant and Project Tables. These subordinate screens inquire against the Accounting Event and display the detail financial transactions that are associated with a particular balance type on the Grant or Project Table.

Title and Element Look Ups

Some of the inquiry screens retrieve titles and data elements associated with specific values entered on the screen. For example, the 80 Project Financial Inquiry screen displays the title of the entered project number by looking at the D42 Project Number profile. Additionally, the project manager's name and project type from project-related profiles are retrieved.

Summary and Detail Selection Options

To access the financial data on each screen, the user must enter the required elements associated with the screen. If only the required elements are entered, the first record most closely matching these elements and any optional elements is displayed. The user may scroll through the records by selecting "F5." Each time "F5" is selected, each record with at least one value greater than the displayed record is retrieved until the last record in the table with matching required elements has been displayed.

The element with the next greatest value is determined by the order elements are displayed on the screen. In other words, the left most optional element is evaluated before the one next to it and so forth across the screen.

Some inquiry screens provide two selection options for viewing data — summary and detail. The detail option displays only those balance type values for the record that either exactly match the data elements entered on the screen or, if no record matches the entered elements, the next record in the table. Scrolling to the next record is allowable only with the detail selection option. The detail option is the default value when no selection option is entered.

When the summary option is selected, all records matching the elements entered on the screen are displayed and summarized. That is, all records matching the entered elements are added together by balance type and displayed. Scrolling is not allowed when using the summary option because, technically, all the records have been retrieved. The following examples depict the use of the detail and summary selection options.

Example 1 — Detail Selection Option

The user enters the agency and grant values only on the 66 Grant Financial Inquiry screen and selects “Enter.” The first record matching on agency “AAA” and Grant “100000” is retrieved and the financial amounts, by balance type, are displayed.

```

S066 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  04/05/04 03:52 PM
LINK TO:          GRANT FINANCIAL INQUIRY                      PROD

      AGENCY: AAA
      GRANT NO: 100000
      GRANT PH: 03
      AGY CD-1:
      FUND:        COMP/AGY OBJ:          GRANT OBJECT:
GRANTOR ID: 1      GRANT TYPE:          01
GRANTOR NAME: DEPARTMENT OF AGRICULTURE
GRANT CAT: 000001 STATE GRANTS
  INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  DETAIL/SUMMARY: D
  INQ YEAR: 94  INQ MONTH: 06    EXPEND BUDGET BALANCE:      608,657.78

BT      TITLE                AMOUNT      BT      TITLE                AMOUNT
12 CASH REVENUE                92,274.04  26 EXPEND BUDG                115.00
14 ACC REVENUES                 1,234.00  27 ADVANCES MAD                 .00
15 CASH EXPEND                111,133.45  28 AMOUNT BILLED              1,234.00
17 ACC EXPEND                   5,934.22
18 ENCUMBRANCE                 491,705.11
19 PRE-ENCUM                   5,419,804.63

F1-HELP  F5-NEXT  F7-PREV PG  F8-NEXT PG  F9-INTERRUPT  ENT-INQ  CLEAR-EXIT

```

When “F5” is selected, the next record in the table is retrieved. This record contained a comptroller object value of “4402.” Note that only balance type “12” has posted to this record.

```
S066 2.0                      R★STARS ACCOUNTING          04/05/04 12:00 PM
LINK TO:                      GRANT FINANCIAL INQUIRY      FACS

      AGENCY: AAA
      GRANT NO: 100000
      GRANT PH: 03
      AGY CD-1:
      FUND:          COMP/AGY OBJ: 4402      GRANT OBJECT:
      GRANTOR ID: 1          GRANT TYPE: 01
      GRANTOR NAME: DEPARTMENT OF AGRICULTURE
      GRANT CAT: 000001 STATE GRANTS
      INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  DETAIL/SUMMARY: D
      INQ YEAR: 94 INQ MONTH: 06  EXPEND BUDGET BALANCE:          .00

      BT      TITLE          AMOUNT      BT      TITLE          AMOUNT
12 CASH REVENUE          504,999.99

F1-HELP  F5-NEXT  F7-PREV PG  F8-NEXT PG  F9-INTERRUPT  ENT-INQ  CLEAR-EXIT
```


Example 2 — Summary Selection Option

The user enters the same agency and grant values depicted in Example 1, but changes the selection option to “S.” All records in the Grant Financial Table matching the agency and grant are added together by balance type and the summarized amounts are displayed. Notice that balance type 12 amounts from Example 1 are added together and displayed in the example.

S066 2.0		R★STARS ACCOUNTING		04/05/04 12:00 PM	
LINK TO:		GRANT FINANCIAL INQUIRY		FACS	
AGENCY: AAA GRANT NO: 100000 GRANT PH: 03 AGY CD-1: FUND: COMP/AGY OBJ: GRANT OBJECT: GRANTOR ID: 1 GRANT TYPE: 01 GRANTOR NAME: DEPARTMENT OF AGRICULTURE GRANT CAT: 000001 STATE GRANTS INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D INQ YEAR: 94 INQ MONTH: 06 EXPEND BUDGET BALANCE: 1,727.556.10					
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
12	CASH REVENUE	597,274.03	19	PRE-ENCUM	5,423,333.64
14	ACC REVENUES	1,234.00	26	EXPEND BUDG	115.00
15	CASH EXPEND	1,222,562.90	27	ADVANCES MAD	.00
17	ACC EXPEND	3,330.00	28	AMOUNT BILLED	1,234.00
18	ENCUMBRANCE	10,073.09			
19	PRE-ENCUM	491,705.11			
F1-HELP F5-NEXT F7-PREV PG F8-NEXT PG F9-INTERRUPT ENT-INQ CLEAR-EXIT					

Accessing Financial Inquiry

To access a Financial Inquiry screen, the user must use one of the screen selection options as discussed previously in this chapter. A sample Financial Inquiry Menu screen is shown below.

S000 VER 2.0	STATE OF MICHIGAN PRODUCTION REGION (PMAIN)	04/19/01 10:40 AM
LINK TO:	FI	FINANCIAL INQUIRY MENU
		PROD
(2)	57	CASH CONTROL SUMMARY
(3)	58	AGENCY/FUND SUMMARY
(4)	61	AGENCY BUDGET RECORD
(5)	63	CASH CONTROL RECORD
(6)	65	GENERAL LEDGER RECORD
(7)	66	GRANT RECORD
(8)	69	AGENCY/FUND RECORD
(10)	80	PROJECT RECORD
(11)	89	SUMMARY GL ACCOUNT INQUIRY
(12)	APFI	APPROPRIATION INQUIRY MENU

F1-HELP F9-INTERRUPT CLEAR-EXIT

Each of these screens, along with some other inquiry screens that are not shown on this menu are briefly discussed on the following pages.

56 PROJECT TRANSACTION INQUIRY

The Project Transaction Inquiry screen reads the Accounting Event Table and displays supporting detail financial information for the agency, project and balance type. The effective date range allows a user to restrict the time frame of information displayed. For example, if the user wishes to view only December encumbrance records and the current month is January, the user enters "120193" and "123193" in the Effective Date Range fields and "18" in the Balance Type field. Only December information is displayed.

If the Eff Date Range fields are left blank, all accounting event transactions with current effective dates less than or equal to the To Date (which defaults from the 97 System Management profile current effective date) will be retrieved. These transactions are then sorted in descending order by date (even though date does not appear on the screen) and displayed.

The Record Type field identifies which Accounting Event Table the information should be retrieved from. The default value, "A," identifies the active Accounting Event Table. The value, "I," indicates the Inactive Accounting Event Table. Because this screen displays lists of transactions associated with the requested values, the only scrolling allowed on this screen is through the list.

S056 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		PROJECT TRANSACTION INQUIRY		FACS	
AGY:		PROJ NO:			
PROJ PH:		AGY CD-2:			
EFF DATE RANGE:		TO 011994		BALANCE TYPE:	
FUND:				REC TYPE: A	
				COMP/AGY OBJ:	
CUR DOC/SFX/CLASS		VEND NO/MC		VENDOR NAME	
REF DOC/SFX/CLASS		INDEX PCA		AY FUND COBJ AOBJ	
TRANS AMT		TC		R	
GRANT/PH		AGY CD-1			
<p>F1-HELP F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT</p>					

Control Keys

- **Agy** Enter a three-character agency code. (Required)
- **Proj No** Enter a six-character project number or leave blank. When entered, it must exist in the 27 Project Control profile.
- **Balance Type** Enter a two-digit balance type which must exist in the D05 Balance Type profile with a table ID of "PJ." (Required)

Information Elements

- **Proj Ph** Enter a two-digit project phase or leave blank. When entered it must exist in the 27 Project Control profile
- **Agy CD-2** Enter the four-character agency code 2 or leave blank. If entered, it must exist in the D27 Agency Code 2 profile. Agency code 2 is an agency-defined field which can be used for a further breakdown of project phase. It may be inferred from either index or PCA or may be entered manually.
- **Eff Date** Enter the date in standard MMDDYYYY format. (Optional)
Range (from)
- **Fund** Enter the four-digit fund or leave blank. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an Appropriation fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.
- **Comp/Agy Obj** Enter a four-digit comptroller object and/or a four-digit agency object, or leave blank.
Each agency identifies the 25 Agency Control profile whether agency objects will be coded for expenditures or revenues or both. If agency object is coded, comptroller object may either be referenced in the profile or coded on input, depending on whether the agency object is at a lower level of detail (agency object will look up comptroller object) or whether the agency object is at a summary level (both agency object and comptroller object are coded).

- **Eff Date Range (to)** Enter the date in standard MMDDYYYY format. (Optional)
- **Rec Type** Enter record type “A” or “I.” The system will default to “A” if no value is entered.

Inquiry Output

- **Cur Doc No** System Generated.
- **SFX** System Generated.
- **Class** System Generated.
- **Vend No/MC** System Generated.
- **Vendor Name** System Generated.
- **TC** System Generated.
- **Trans Amt** System Generated.
- **R** System Generated.
- **Ref Doc** System Generated.
- **SFX** System Generated.
- **Class** System Generated.
- **Index** System Generated.
- **PCA** System Generated.
- **AY** System Generated.
- **Fund** System Generated.
- **CObj** System Generated.
- **AObj** System Generated.

■ **Grant/Ph** System Generated.

■ **Agy Cd-1** System Generated.

57 CASH CONTROL SUMMARY INQUIRY

The Cash Control Summary Inquiry screen reads information in the Cash Control Table. The information is summarized by agency, or agency and fund. The retrieval of information on this screen is controlled by the D23 fund level posting indicators.

```

S057 2.0                                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                                CASH CONTROL SUMMARY INQUIRY                FACS

      AGENCY:          APPR FUND:          FUND:
INQ TYPE: MC          (MA, YA, MY, YY, MC, YC)
INQ YEAR:             INQ MONTH:          CASH BALANCE:

BT          TITLE                      AMOUNT  BT          TITLE                      AMOUNT

F1-HELP          F9-INTERRUPT          ENTER-INQUIRE          CLEAR-EXIT

```

- | | |
|-----------------------|--|
| ■ Agency | Enter the three-character agency code. |
| ■ Appr Fund | (Not used in Michigan) |
| ■ Fund | Enter the four-digit fund. |
| ■ Inq Type | Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered. |
| ■ Inq Year | Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered. |
| ■ Inq Month | Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered. |
| ■ Cash Balance | System generated. |

■ **BT** System generated.

■ **Title** System generated.

■ **Amount** System Generated

Financial Calculation Formulas

57 Cash Control Summary Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Cash Balance	+ 12 Cash Revenue - 15 Cash Expenditures - 16 Agency Fund Activity + 20 Cash Transfers In - 21 Cash Transfers Out + 22 Agency Fund Increase - 23 Agency Fund Decrease + 25 Prior Year Adjustments	

58 AGENCY/FUND SUMMARY INQUIRY

The Agency/Fund Summary Inquiry screen reads information from the Agency Fund Financial Table. Posting to this table is controlled through the Transaction Code File Posting indicators for the AP Table and the D23 fund level posting indicators. Information is displayed on this screen by agency, or agency and fund, or appropriated fund.

```

S058 2.0                                R★STARS ACCOUNTING                04/05/04 12:00 PM
LINK TO:                                AGENCY/FUND SUMMARY INQUIRY                FACS

      AGENCY:          APPR FUND:          FUND:
      INQ TYPE: MC      (MA, YA, MY, YY, MC, YC)
      INQ YEAR:          INQ MONTH:

      NET CASH ACT:          REM APPROP ALLOT:
      APPN ACCR CSH AVAIL:    APPN ENC CASH AVAIL:
      BT          TITLE          AMOUNT      BT          TITLE          AMOUNT

```

Control Keys

- | | |
|------------------|--|
| Agency | Enter the three-character agency code if appropriated fund is not entered. |
| Appr Fund | Enter appropriated fund if fund and agency are not entered. |

Inquiry Parameters

- | | |
|-----------------|--|
| Fund | Enter fund if agency is entered and appropriated fund is not entered. |
| Inq Type | Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered. |
| Inq Year | Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered. |

- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

Information Elements

- **Net Cash Act** System generated.
- **Rem Approp Allot** System generated.
- **Appn Accr Csh Avail** System generated.
- **Appn Enc Cash Avail** System generated.
- **BT** System generated.
- **Title** System generated.
- **Amount** System generated.

Financial Calculation Formulas

58 Agency/Fund Summary Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Net Cash Act	+ 12 Cash Revenue - 15 Cash Expenditures + 20 Cash Transfers In - 21 Cash Transfers Out	
Appn Accr Cash Avail	+ 06 Prior Year Appropriation + 01 Original Appropriation + 02 Appropriation Revisions - 03 Appropriation Transfers Out + 04 Appropriation Transfers In - 11 Estimated Collected Revenues + 12 Cash Revenue - 15 Cash Expenditures - 17 Accrued Expenditures + 20 Cash Transfers In - 21 Cash Transfers Out	
Appn Enc Cash Avail	+ 06 Prior Year Appropriation + 01 Original Appropriation + 02 Appropriation Revisions - 03 Appropriation Transfers Out + 04 Appropriation Transfers In - 11 Estimated Collected Revenues + 12 Cash Revenue - 15 Cash Expenditures - 17 Accrued Expenditures - 18 Encumbrances Outstanding + 20 Cash Transfers In - 21 Cash Transfers Out	
Rem Approp Allot	- 15 Cash Expenditures - 17 Accrued Expenditures - 21 Cash Transfers Out + 23 Appropriation Allotment	

59 VENDOR DOCUMENT INQUIRY

The Vendor Document Inquiry screen reads the Document Financial Table and lists all documents related to a particular vendor in chronological order (oldest first). This screen displays information for documents which have a balance greater than zero (balance types 01 + 02 - 03 + 05), are for a certain fiscal year, begin with a specific document type, and are sorted by document date. All elements are required to retrieve data on this screen. The vendor name is retrieved from the 51 Systemwide Vendor Mail Code Inquiry profile.

Users can interrupt from financial data entry screens to this screen to select the oldest receivable document. Once selected, by entering an "S" in the select column and selecting "F9," the document number and suffix is automatically carried back to the Financial Data Entry screen and displayed in the reference document and suffix fields.

S059 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		VENDOR DOCUMENT INQUIRY		FACS	
AGY:	VENDOR NO/MC:	DOC TYPE:		FY:	
	VENDOR NAME:				
	S DOC NO / SFX	CREATE DATE	DOC DATE	DOC BALANCE	
F1-HELP F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

- Agency** Enter the three-character agency code. It defaults to the user's Security Agency. When entered, it must exist in the D02 Agency profile.
(Required)

- Vendor Number** Enter the 10-digit vendor number. (Required)

- **Vendor Mail Code** Enter the three-character vendor mail code. (Required)
- **Doc Type** Enter two-character document type. (Required)
- **FY** Enter the two-digit fiscal year. (Required)
- **Vendor Name** System generated.
- **S** Enter “S” or leave blank. One (1) non-blank selector field is allowed.
- **Doc Number** System generated.
- **Doc Suffix** System generated.
- **Create Date** System generated.
- **Doc Date** System generated.
- **Doc Balance** System generated.

60 GAAP BASIS AUTHORIZATION FINANCIAL INQUIRY

The GAAP Basis Authorization Financial Inquiry screen provides a reference tool for analyzing Appropriation and Funding Source balances. This screen also provides the ability to capture Balance Type level detail to the year-end related reports.

Users can view the Balance Type level detail for a specific financial calculation by entering an 'S' in the selection column (blank line to the right of the dollar amount) and selecting F2–Detail.

Selecting F6–62/60 transfers to the 62 Appropriation Financial Inquiry screen, which allows the user to view the cash basis financial detail for the same appropriation.

GAAP Basis Inquiry of System Generated Transactions

Some transactions now require the use of three balance types to capture the full impact of the accounting event. With any single Transaction Code (TC), a maximum of two balance types can be posted. Therefore, a new batch process automatically generates an additional transaction code, which supplies the third balance type, for these transactions. This third balance type posts to the Appropriation, Agency Budget, Project, and Grant Financial Tables.

During the nightly batch process, all user-entered transactions that go to the history file, which use a transaction code that has a TC entered in the Generate Transaction Code (GEN) field of the 28A Transaction Code profile, are extracted. The user entered TC generates two balance types that post to the financial tables. The system generated TC (GEN) generates the third balance type and posts to the financial tables, using the coding block elements of the original input transaction.

Only after the system generated (third balance type) transaction is successfully processed in the batch cycle (cleared the IT file), is the accounting event complete. Only completed transactions can show complete data on the 60 GAAP Basis Authorization Inquiry screen. Therefore, some inquiries may be incomplete, based on the timing of the inquiry and the completion of the accounting event. Any transactions not fully processed in the batch cycle will also result in reports which are incomplete.

Example: If you use one of the TCs that include a system generated TC to post the third balance type, and enter the transaction using Edit Mode 2 or 4 to post the initial TC, the impact of the first two Balance Types will be updated on-line, and are reflected on the 60 screen. You must wait until the transaction clears the IT file to see the impact of the system generated TC, and thus the full impact of the transaction. The 60 screen **will not reflect** the effect of the third Balance Type until the transaction goes to the history file. This could be a period of days, depending on how long it takes the agency to clear its transactions from the IT file.

Helpful Hint: Edit mode 1 may, therefore, be preferred for input of TCs which generate a third balance type. This allows all applicable edits and approvals to be applied to the transaction in the nightly batch cycle. Only then are transactions that clear the IT file reflected on the 60 screen, and **all Balance Types are reflected at the same time.**

Caution: If the transaction clears the IT file after the closing of the month in which it was originally posted, the system generated transaction will be posted to the financial tables in the current (open) month. This results in the full impact of the transaction being spread over two months, so month end reporting will be incomplete.

S060 VER 2.0		R★STARS ACCOUNTING		09/04/97 04:42 PM	
LINK TO:		GAAP BASIS AUTHORIZATION FINANCIAL INQUIRY		FACS	
AGY: KWS APPN YEAR:		APPN #:			
APPR FUND:		FUND:			
PRG CD:		LVL:			
		COMP SRCE/GRP:		OBJ/COMP OBJ:	
		ORG CD:		LVL:	
		APPN TYPE:		FIN TYPE:	
INQ TYPE: MC		INQ YEAR:		INQ MONTH:	
TOTAL AUTHORIZ:		DETAIL/SUMMARY: D			
REM ACCR BUDG:		TOTAL GAAP REV:			
REM ENC BUDG:		AVAIL RESOURCE:			
CALC G/P BAL:		GROSS EXPEND:			
AUTH EXCS REV:		VARIANCE:			
BT		TITLE		AMOUNT	
		BT		TITLE	
				AMOUNT	

F1-HELP F2-DETAIL F5-NEXT F6-62/60 F7-PREV F8-NEXT F9-INT ENTER-INQ CLEAR-EXIT

- **Agy** Enter the three-character agency code. It defaults to the user's Security Agency. When entered, it must exist in the D02 Agency profile. (Required)
- **Appn Year** Enter the two-digit appropriation year. (Required)
- **Appn #** Enter the five-digit appropriation number. (Required)
- **Appr Fund** Enter the four-digit appropriated fund code, or leave blank. If entered, it must exist in the D22 Appropriation Fund profile. The D23 fund level posting indicator controls posting at the appropriated fund level.

- **Fund** Enter the four-digit fund. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an Appropriated fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

- **Comp
Srce/Grp** Enter the four-digit Comptroller Source/Group code or leave blank.

- **Obj/Comp
Obj** Enter a four-digit object/comptroller object or leave blank.

- **Prg Cd** Enter the four-digit program code or leave blank. Program code identifies the lowest level of the program accounting structure to which the PCA relates. This must exist in the D04 Program Code profile.

- **Lvl** System generated.

- **Org Cd** Enter a four-digit organization code, which must exist in the D03 Organization Code profile.

- **Lvl** System generated.

- **Appn Type** System generated

- **Fin Type** System generated.

- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.

- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.

- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

- **Detail/
Summary** Enter “D” or “S.” If summary option selected, appropriation fund, fund, comptroller source/group, object/comptroller object, program code, and org code must be blank. The system will default to “D” if no value is entered.

■ Total Authoriz	System generated.
■ Total GAAP Rev	System generated.
■ Rem Accr Budg	System generated.
■ Avail Resource	System generated.
■ Rem Enc Budg	System generated.
■ Gross Expend	System generated.
■ Calc G/P Bal	System generated.
■ Variance	System generated.
■ Auth Excs Rev	System generated.
■ Calc Restr Bal	System generated.
■ BT	System generated.
■ Title	System generated.
■ Amount	System generated.

Financial Calculation Formulas

60 GAAP Basis Authorization Financial Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Total Authoriz	+01 Original Appropriation +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 50 Financial Lapse If Excess Collected Revenue Ind = 'Y' and sum > '0' (on the 20 Appropriation Number profile), then - 11 Estimated Collected Revenue +12 Cash Revenue +14 Accrued Revenues +20 Cash Transfers In +45 Revenue Accounts Payable Write-off - 48 Expenditure Credit +55 GAAP Revenue Offset +58 Year-end Cash Loans +59 Other Financing Sources	
Total GAAP Revenue	+12 Cash Revenue +14 Accrued Revenues +20 Cash Transfers In +43 Operating Transfers In - Accrued +45 Revenue Accounts Payable Write-off +55 GAAP Revenue Offset +58 Year End Cash Loans +59 Other Financing Sources	

COLUMNS	FORMULAS	SPECIAL HANDLING
Rem Accr Budg	<ul style="list-style-type: none"> +01 Original Appropriation +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 50 Financial Lapse +70 Overexpenditure Close-Out - 15 Cash Expenditures - 17 Accrued Expenditures - 21 Cash Transfers Out - 36 Project Expenditures - 40 Accounts Payable (Encumbered) - 46 Expenditure Accounts Payable Write-off - 60 GAAP Expenditure Offset - 63 Year-end Cash Borrowings - 64 Project Expenditure Offset - 65 Other Financing Uses <p>If Excess Collected Revenue Ind = 'Y' and sum > '0' (on the 20 Appropriation Number profile), then</p> <ul style="list-style-type: none"> - 11 Estimated Collected Revenues +12 Cash Revenue +14 Accrued Revenues +20 Cash Transfers In +45 Revenue Accounts Payable Write-off - 48 Expenditure Credit +55 GAAP Revenue Offset +58 Year-end Cash Loans +59 Other Financing Sources 	

COLUMNS	FORMULAS	SPECIAL HANDLING
Avail Resources	+12 Cash Revenue +14 Accrued Revenues +20 Cash Transfers In +38 Restricted Revenue Carryforward +43 Operating Transfer In - Accrued +45 Revenue Accounts Payable Write-off - 48 Expenditure Credit - 54 Restricted Revenue Out +55 GAAP Revenue Offset +58 Year End Cash Loans +59 Other Financing Sources +72 Negative Variance Close-Out	

COLUMNS	FORMULAS	SPECIAL HANDLING
Rem Enc Budg	<ul style="list-style-type: none"> +01 Original Appropriation +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 50 Financial Lapse +70 Overexpenditure Close-Out +71 Overencumbrance Close-Out - 15 Cash Expenditures - 17 Accrued Expenditures - 21 Cash Transfer Out - 18 Encumbrances Outstanding - 36 Project Expenditures - 46 Expenditure Accounts Payable Write-off - 60 GAAP Expenditure Offset - 63 Year-end Cash Borrowings - 64 Project Expenditure Offset - 65 Other Financing Uses <p>If Excess Collected Revenue Ind = 'Y' and sum > '0' (on the 20 Appropriation Number profile), then</p> <ul style="list-style-type: none"> - 11 Estimated Collected Revenue +12 Cash Revenue +14 Accrued Revenues +20 Cash Transfers In +45 Revenue Accounts Payable Write-off - 48 Expenditure Credit +55 GAAP Revenue Offset +58 Year-end Cash Loans +59 Other Financing Sources 	

COLUMNS	FORMULAS	SPECIAL HANDLING
Gross Expenditure	+ 15 Cash Expenditures + 17 Accrued Expenditures + 21 Cash Transfers Out + 36 Project Expenditures + 40 Accounts Payable (Encumbered) + 46 Expenditure Accounts Payable Write-off + 60 GAAP Expenditure Offset + 63 Year-end Cash Borrowings + 64 Project Expenditure Offset + 65 Other Financing Uses	

COLUMNS	FORMULAS	SPECIAL HANDLING
Calc G/P Bal	<ul style="list-style-type: none"> +01 Original Appropriation +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 50 Financial Lapse +70 Overexpenditure Close-Out +71 Overencumbrance Close-Out - 15 Cash Expenditures - 17 Accrued Expenditures - 21 Cash Transfers Out - 18 Encumbrances Outstanding - 36 Project Expenditures - 46 Expenditure Accounts Payable Write-off - 60 GAAP Expenditure Offset - 63 Year-end Cash Borrowings - 64 Project Expenditure Offset - 65 Other Financing Uses <p>If Excess Collected Revenue Ind = 'Y' and sum > '0' (on the 20 Appropriation Number profile), then</p> <ul style="list-style-type: none"> - 11 Estimated Collected Revenues +12 Cash Revenue +14 Accrued Revenues +20 Cash Transfers In +45 Revenue Accounts Payable Write-off - 48 Expenditure Credit +55 GAAP Revenue Offset +58 Year-end Cash Loans +59 Other Financing Sources 	<p>Financing Type = 01 (see D23 Fund profile)</p> <p>UB Indicator ≠ 2 (see 20 Appr. profile)</p>

COLUMNS	FORMULAS	SPECIAL HANDLING
Variance	+ 12 Cash Revenue + 14 Accrued Revenues + 20 Cash Transfers In + 38 Restricted Revenue Carryforward + 43 Operating Transfers In - Accrued + 45 Revenue Accounts Payable Write-off - 48 Expenditure Credit - 54 Restricted Revenue Out + 55 GAAP Revenue Offset + 58 Year End Cash Loans + 59 Other Financing Sources - 15 Cash Expenditures - 17 Accrued Expenditures - 21 Cash Transfers Out - 36 Project Expenditures - 40 Accounts Payable (Encumbered) - 46 Expenditure Accounts Payable Write-off - 60 GAAP Expenditure Offset - 63 Year-end Cash Borrowings - 64 Project Expenditure Offset - 65 Other Financing Uses + 72 Negative Variance Close-Out If Finance Source = 09 on the D23 Fund profile, then - 18 Encumbrances Outstanding + 40 Accounts Payable	
Auth Excess Rev	If Excess Collected Revenue Ind = 'Y' and sum > '0' (on the 20 Appropriation Number profile), then - 11 Estimated Collected Revenues + 12 Cash Revenues + 14 Accrued Revenues + 20 Cash Transfers In + 45 Revenue Accounts Payable Write-off - 48 Expenditure Credit + 55 GAAP Revenue Offset + 58 Year-end Cash Loans + 59 Other Financing Sources	

COLUMNS	FORMULAS	SPECIAL HANDLING
Calc Restrict Bal	+ 12 Cash Revenues + 14 Accrued Revenues + 20 Cash Transfers In + 38 Restricted Revenue Carryforward + 43 Operating Transfer In - Accrued + 45 Revenue Accounts Payable Write-off - 48 Expenditure Credit - 54 Restricted Revenue Out + 55 GAAP Revenue Offset + 58 Year End Cash Loans + 59 Other Financing Sources - 15 Cash Expenditures - 17 Accrued Expenditures - 18 Encumbrances - 21 Cash Transfers Out - 36 Project Expenditures - 46 Expenditure Accounts Payable Write-off - 60 GAAP Expenditure Offset - 63 Year-end Cash Borrowings - 64 Project Expenditure Offset - 65 Other Financing Uses + 72 Negative Variance Close-Out	Financing Type ≠ 01 (See D23 Fund profile)

- **AP Fund** Enter the four-digit appropriated fund code or leave blank. If entered, it must exist in the D22 Appropriated Fund profile.

- **Fund** Enter the four-digit fund or leave blank. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an Appropriated fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

- **Grant No/Ph** Enter a six-character grant number and a two-digit grant phase or leave blank. When entered, they must exist in the 29 Grant Control profile.

- **Proj No/Ph** Enter a six-character project number and a two-digit project phase or leave blank. When entered, they must exist in the 27 Project Control profile.

- **Comp
Src/Grp** Enter the four-digit Comptroller Source/Group code or leave blank.

- **Obj/Cobj/
Agy Obj** Enter a four-digit comptroller object and/or a four-digit agency object.

- **Agy Obj
Group** Each agency identifies the 25 Agency Control profile whether agency objects will be coded for expenditures or revenues or both. If agency object is coded comptroller object may either be referenced in the profile or coded on input, depending on whether the agency object is at a lower level of detail (agency object will look up comptroller object) or whether the agency object is at a summary level (both agency object and comptroller object are coded).

- **Pgm Level** System Generated.

- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.

- **Detail/
Summary** Enter “D” or “S.” If the summary option is selected, fund and objects must be blank. The system will default to “D” if no value is entered.

- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.

- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

- **Agency Budg Available** System generated.

- **Agency Budg Pct Avl** System generated.

- **BT** System generated.

- **Title** System generated.

- **Amount** The 13-digit amount is system generated.

Financial Calculation Formulas

61 Agency Budget Financial Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Agency Budg Available	+09 Agency Budget Original +10 Agency Budget Adjustment - 15 Cash Expenditures - 17 Accrued Expenditures If Enc Indicator = 'Y' (on the 25 Agency Control Profile), then - 18 Encumbrances Outstanding	

62 APPROPRIATION FINANCIAL INQUIRY

The Appropriation Inquiry screen reads the Appropriation Table and displays information by agency and appropriation. All other elements are optional. If the appropriation year is not entered, it will default to the current year as indicated on the 97 System Management profile.

Users can view the Balance Type level detail for a specific financial calculation by entering an 'S' in the selection column (blank line to the right of the dollar amount) and selecting F2–Detail.

Selecting F6–62/60 transfers to the 60 GAAP Basis Authorization Financial Inquiry, which allows the user to view GAAP basis financial detail for the same appropriation.

S062 2.0		R★STARS ACCOUNTING		05/29/97 12:00 PM	
LINK TO:		APPROPRIATION FINANCIAL INQUIRY		FACS	
AGY:	APPN YEAR:	APPN #:			
APPR FUND:	FUND:	COMP SRCE/GRP:	OBJ/COMP	OBJ:	
PRG CD:	LVL:	ORG CD:	LVL:	APPN TYPE:	FIN TYPE:
INQ TYPE: MC	INQ YEAR:	INQ MONTH:	DETAIL/SUMMARY: D		
CASH BASIS BUD:	NET CASH ACT:				
ACCR BASIS BUD:	ACCR CSH AVAIL:				
ENC BASIS BUD:	ENC CASH AVAIL:				
EXCESS COL REV:	REM APPN ALLOT:				
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT

F1-HELP F2-DETAIL F5-NEXT F6-62/60 F7-PREV F8-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

- **Agy** Enter the three-character agency code. It defaults to the user's Security Agency. When entered, it must exist in the D02 Agency profile. (Required)
- **Appn Year** Enter the two-digit appropriation year. (Required)
- **Appn #** Enter the five-digit appropriation number. (Required)
- **Appr Fund** Enter the four-digit appropriated fund code, or leave blank. If entered, it must exist in the D22 Appropriation Fund profile. May only be coded if agency and comptroller objects are blank.

- **Fund** Enter the four-digit fund. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an Appropriated fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

- **Comp
Srce/Grp** Enter the four-digit Comptroller Source/Group code or leave blank.

- **Obj/Comp
Obj** Enter a four-digit object/comptroller object or leave blank.

- **Prg Cd** Enter the four-digit program code or leave blank. Program code identifies the lowest level of the program accounting structure to which the PCA relates. This must exist in the D04 Program Code profile.

- **Lvl** System generated.

- **Org Cd** Enter a four-digit organization code or leave blank. This must exist in the D03 Organization Code profile.

- **Lvl** System generated.

- **Appn Type** System generated

- **Fin Type** System generated.

- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.

- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.

- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

- **Detail/
Summary** Enter “D” or “S.” If summary option selected, appropriation fund, fund, comptroller source/group, object/comptroller object, program code, and org code must be blank. The system will default to “D” if no value is entered.

- **Cash Basis Bud** System generated.
- **Net Cash Act** System generated.
- **Accr Basis Bud** System generated.
- **Enc Basis Bud** System generated.
- **Accr Csh Avail** System generated.
- **Enc Cash Avail** System generated.
- **Excess Col Rev** System generated.
- **Rem Appn Allot** System generated.
- **BT** System generated.
- **Title** System generated.
- **Amount** System generated.

Financial Calculation Formulas

62 Appropriation Financial Inquiry Screen

COLUMNS	FORMULAS	SPECIAL HANDLING
Cash Basis Bud	+01 Appropriation Original Budget +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 07 Spend Close +13 Excess Collected Revenue - Posted - 15 Cash Expenditures If Excess Collected Revenue Ind = Y and Sum > 0, then - 11 Estimated Collected Revenues +12 Cash Revenue +20 Cash Transfers In - 21 Cash Transfers Out	
Net Cash Act	+12 Cash Revenue - 15 Cash Expenditures +20 Cash Transfers In - 21 Cash Transfers Out	

COLUMNS	FORMULAS	SPECIAL HANDLING
Accr Basis Bud	+01 Appropriation Original Budget +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 07 Spend Close +13 Excess Collected Revenue – Posted - 15 Cash Expenditures - 17 Accrued Expenditures If Excess Collected Revenue Ind = Y and Sum > 0, then - 11 Estimated Collected Revenues +12 Cash Revenue +20 Cash Transfers In - 21 Cash Transfers Out	
Accr Csh Avail	+01 Appropriation Original Budget +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 11 Estimated Collected Revenues +12 Cash Revenue - 15 Cash Expenditures - 17 Accrued Expenditures +20 Cash Transfers In - 21 Cash Transfers Out	

COLUMNS	FORMULAS	SPECIAL HANDLING
Enc Basis Bud	+01 Appropriation Original Budget +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 07 Spend Close +13 Excess Collected Revenue – Posted - 15 Cash Expenditures - 17 Accrued Expenditures - 18 Encumbrances Outstanding If Excess Collected Revenue Ind = Y and Sum > 0, then - 11 Estimated Collected Revenues +12 Cash Revenue +20 Cash Transfers In - 21 Cash Transfers Out	
Enc Cash Avail	+01 Appropriation Original Budget +02 Appropriation Revisions - 03 Appropriation Transfers Out +04 Appropriation Transfers In +06 Prior Year Appropriation - 11 Estimated Collected Revenues +12 Cash Revenue - 15 Cash Expenditures - 17 Accrued Expenditures - 18 Encumbrances Outstanding +20 Cash Transfers In - 21 Cash Transfers Out	
Excess Col Rev	If Excess Collected Revenue Ind = 'Y' and sum > 0 (on the 20 Appropriation Number Profile), then - 11 Estimated Collected Revenue +12 Cash Revenue +20 Cash Transfers In - 21 Cash Transfers Out	

Reissue Date: November 1, 1997

R★STARS

Page: 3.5-40

Revised: March 15, 2006

Data Entry Guide On-Line Procedures

COLUMNS	FORMULAS	SPECIAL HANDLING
Rem Appn Allot	- 15 Cash Expenditures - 17 Accrued Expenditures - 21 Cash Transfers Out +23 Appropriation Allotment	

63 CASH CONTROL FINANCIAL INQUIRY

The Cash Control Record Inquiry screen reads the Cash Control Table and displays information as requested. The retrieval of information on this screen is controlled by the D23 fund level posting indicators.

```

S063 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      CASH CONTROL FINANCIAL INQUIRY      FACS

```



```

      AGENCY:      APPR FUND:      FUND:      GRANT NO/PHASE:

```



```

INQ TYPE: MC      (MA, YA, MY, YY, MC, YC)  DETAIL/SUMMARY: D
INQ YEAR:      INQ MONTH:      CASH BALANCE:

```


BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
----	-------	--------	----	-------	--------


```

F1-HELP      F5-NEXT      F9-INTERRUPT      ENTER-INQUIRE      CLEAR-EXIT

```

Control Keys

- | | |
|-----------------------|---|
| Agency | Enter the three-character agency code. (Required) |
| Appr Fund | Enter the four-digit appropriation fund code, or leave blank. If entered, it must exist in the D22 Appropriation Fund profile. May only be coded if agency and comptroller objects are blank. |
| Fund | Enter the four-digit fund. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an appropriated fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA. |
| Grant No/Phase | Enter a six-digit grant number and a two-digit grant phase or leave blank. When entered, they must exist in the 29 Grant Control profile. |

Information Elements

- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.
- **Detail/Summary** Enter “D” or “S.” The system will default to “D” if no value is entered.
- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.
- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.
- **Cash Balance** System generated.
- **BT** System generated.
- **Title** System generated.
- **Amount** System generated.

Financial Calculation Formulas

63 Cash Control Financial Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Cash Balance	+ 12 Cash Revenues - 15 Cash Expenditures + 20 Cash Transfers In - 21 Cash Transfers Out + 22 Agency Fund Increase - 23 Agency Fund Decrease + 25 Prior Year Adjustments	

fiscal year if inquiry year is not entered.

- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.
- **Doc Balance** System generated.
- **BT** System generated.
- **Title** System generated.
- **Amount** System generated.

Financial Calculation Formulas

64 Document Record Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Doc Balance	+ 01 Original Amount + 02 Adjustments - 03 Liquidations	

65 GENERAL LEDGER RECORD INQUIRY

The General Ledger Record Inquiry screen reads the General Ledger Table and displays information by agency and general ledger account. All other elements are optional. The beginning balance column displays the amount balance for the ending period before the requested inquiry type period. The activity column shows the activity amount for the request period. The ending balance column amount reflects the sum of the other two column amounts.

S065 2.0		R★STARS ACCOUNTING		08/15/95 12:00 PM	
LINK TO:		GENERAL LEDGER RECORD INQUIRY		FACS	
AGY:	COMP/AGY GL:	FUND:	BANK ID:		
INDEX:	PCA:	COMP/AGY OBJ:	ORG CODE:		
PGM CD:	APPN YR:	APPN NO:			
GRANT/PH:		SUBGRANTEE:			
PROJ/PH:		AGY CD - 1:	2:	3:	
NACUBO - FUND:	SUBFUND:	FUNCTION:			
	DEBT/INV ISSUE #:	CONTRACT #:			
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)					
INQ YEAR: INQ MONTH:					
BEGINNING BALANCE		ACTIVITY		ENDING BALANCE	
DIR:					
IND:					
BAL:					
F1-HELP	F5-NEXT	F9-INTERRUPT	ENTER-INQUIRE	CLEAR-EXIT	

- **Agy** Enter the three-character agency code. (Required)
- **Comp/Agy GL** Enter the four-digit comptroller GL. Agency GL must be blank if comptroller GL is entered. If entered, it must exist in the D31 Comptroller General Ledger Accounts profile.
- **Fund** Enter the four-digit fund. When entered, it must exist in D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an Appropriated fund (which is systemwide and defined in the D22 Appropriation Fund profile) and GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.
- **Bank ID** Enter the three-digit bank ID. This must exist in the D56 Bank ID profile.
- **Index** System generated.

- **PCA** System generated.
- **Comp/Agy Obj** Enter the four-digit comptroller object or agency object.
- **Org Code** Enter the four-digit organization code, which must exist in the D03 Organization Code profile.
- **Pgm Cd** Enter the four-digit program code, which identifies the lowest level of the program accounting structure to which the PCA relates. The program code must exist in the D04 Program Code profile.
- **Appn Yr** Enter the two-digit appropriation year. (Required)
- **Appn No** Enter the five-digit appropriation number. (Required)
- **Grant/Ph** Enter a six-character grant number and a two-digit grant phase or leave blank. When entered, they must exist in the 29 Grant Control profile.
- **Subgrantee** System generated.
- **Proj/Ph** Enter a six-character project number and a two-digit project phase or leave blank. When entered, they must exist in the 27 Project Control profile.
- **Agy Cd - 1,2,3** System generated.
- **NACUBO Fund** Enter the four-digit NACUBO fund. This must exist in the D18 NACUBO Fund profile. **(Not used in Michigan)**
- **NACUBO Subfund** Enter the four-digit NACUBO subfund code. When entered, this must exist in the D38 NACUBO Subfund profile. **(Not used in Michigan)**
- **Function** Enter the four-digit function code. This code must exist in the D52 Function Code profile.
- **Debt/Inv Issue #** Enter the nine-character debt/investment issue number code. This code must exist in the D29 Debt/Invest profile. **(Not used in Michigan)**
- **Contract #** Enter the 10-digit contract number. This must exist in the 30 Contract profile. **(Not used in Michigan)**
- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or

YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.

- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.
- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

Beginning Balance

- **Dir** System generated.
- **Ind** System generated.
- **Bal** System generated.

Activity

- **Dir** System generated.
- **Ind** System generated.
- **Bal** System generated.

Ending Balance

- **Dir** System generated.
- **Ind** System generated.
- **Bal** System generated.

D23 Fund profile. The fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an Appropriated fund (which is systemwide and defined in the D22 Appropriation Fund profile) and GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.

- **Comp/Agy Obj** Enter either a four-digit comptroller object or agency object or leave blank. This must exist in D10 Comptroller Object profile and D11 Agency Object profile.
- **Grant Object** Enter the six-digit grant object or leave blank. This must exist in the D48 Grant Object profile.

System Generated

- **Grantor ID** System generated.
- **Grant Type** System generated.
- **Grantor Name** System generated.
- **Grant Cat** System generated.

Inquiry Elements

- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.
- **Detail/Summary** Enter “D” or “S.” If summary option is selected, fund and objects must be blank. The system will default to “D” if no value is entered.
- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.
- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

Information Elements

- **Expend
Budget
Balance** System generated.
- **BT** System generated.
- **Title** System generated.
- **Amount** System generated.

Financial Calculation Formulas

66 Grant Financial Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Expend Budget Balance	- 15 Cash Expenditures - 17 Accrued Expenditures - 18 Encumbrances Outstanding - 21 Cash Transfers Out + 26 Expended Budget	

67 GRANT TRANSACTION INQUIRY

The Grant Transaction Inquiry screen reads the Accounting Event Table and displays supporting detail financial information for the agency, grant and balance type. The effective date range allows a user to restrict the time frame of information displayed. For example, if the user wishes to view only December encumbrance records and the current month is January, the user enters “120193” and “123193” in the Eff Date Range fields and “18” in the Balance Type field. Only December information is displayed.

If the Eff Date Range fields are left blank, all Accounting Event transactions with current effective dates less than or equal to the To Date (which defaults from the 97 System Management profile current effective date) will be retrieved. These transactions are then sorted in descending order by date (even though date does not appear on the screen) and displayed.

The Record Type field identifies which Accounting Event Table the information should be retrieved from. The default value, “A,” identifies the active Accounting Event Table. The value, “I,” indicates the Inactive Accounting Event Table.

S067		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		GRANT TRANSACTION INQUIRY		FACS	
AGY:		GRANT NO:			
GRANT PH:		AGY CD-1:			
EFF DATE RANGE:		TO 011994		BALANCE TYPE:	
FUND:		COMP/AGY OBJ:		REC TYPE: A	
				GRANT OBJECT:	
CUR DOC/SFX/CLASS		VEND NO/MC		VEND NAME	
REF DOC/SFX/CLASS		INDEX PCA		AY FUND COBJ AOBJ GOBJ	
TC		TRANS AMT		R	
PROJ/PH		AGY CD-2			
<p>F1-HELP F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT</p>					

- **Agy** Enter the three-character agency code. (Required)
- **Grant No** Enter the six-character grant number. (Required)
- **Grant Ph** Enter the two-digit grant phase.
- **Agy Cd-1** Enter the four-digit agency code 1 or leave blank. If entered, it must exist in the D26 Agency code 1 profile. Agency code 1 is an agency defined field which can be used for a further breakdown of grant phase. It may be inferred from either index or PCA or may be entered manually.
- **Eff Date Range (from)** Enter the date in standard MMDDYYYY format. (Optional)
- **Eff Date Range (to)** Enter the date in standard MMDDYYYY format. (Optional)
- **Balance Type** Enter the two-digit balance type. This must exist in D05 Balance Type profile. (Required)
- **Rec Type** Enter record type "A" or "I." The system will default to "A" if no value is entered.
- **Fund** Enter the four-digit fund. When entered, it must exist in D23 Fund profile. The Fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an appropriation fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.
- **Comp/Agy Obj** Enter a four-digit comptroller object or agency object. This must exist in the D10 Comptroller Object profile or the D11 Agency Object profile.
- **Grant Object** Enter a six-digit grant object. This must exist in the D48 Grant Object profile.
- **Cur Doc No** System generated.
- **SFX** System generated.
- **Class** System generated.
- **Vend No/MC** System generated.

■ Vend Name	System generated.
■ TC	System generated.
■ Trans Amt	System generated.
■ R	System generated.
■ Ref Doc	System generated.
■ SFX	System generated.
■ Class	System generated.
■ Index	System generated.
■ PCA	System generated.
■ AY	System generated.
■ Fund	System generated.
■ CObj	System generated.
■ AObj	System generated.
■ GObj	System generated.
■ Proj/Ph	System generated.
■ Agy CD-2	System generated.

Inquiry Elements

- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.
- **Detail/
Summary** Enter “D” or “S.” The system will default to “D” if no value is entered.
- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.
- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

Information Elements

- **Rem Approp
Allot** System generated.
- **Net Csh Act** System generated.
- **App Accr Csh
Avl** System generated.
- **App Csh Avl** System generated.
- **App Encm
Csh Avl** System generated.
- **BT** System generated.
- **Title** System generated.
- **Amount** System generated.

Financial Calculation Formulas

69 Agency Fund Record Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Rem Approp Allot	- 15 Cash Expenditures - 17 Accrued Expenditures - 21 Cash Transfers Out + 23 Appropriation Allotment	
Net Cash Act	+ 12 Cash Revenues - 15 Cash Expenditures + 20 Cash Transfers In - 21 Cash Transfers Out	
Appn Accr Cash Avail	+ 01 Appropriation Original Budget + 02 Appropriation Revisions - 03 Appropriation Transfers Out + 04 Appropriation Transfers In + 06 Prior Year Appropriation - 11 Estimated Collected Revenues + 12 Cash Revenues - 15 Cash Expenditures - 17 Accrued Expenditures + 20 Cash Transfers In - 21 Cash Transfers Out	
App Cash Avl	+ 01 Appropriation Original Budget + 02 Appropriation Revisions - 03 Appropriation Transfers Out + 04 Appropriation Transfers In + 06 Prior Year Appropriation - 11 Estimated Collected Revenues + 12 Cash Revenues - 15 Cash Expenditures + 20 Cash Transfers In - 21 Cash Transfers Out	

Appn Enc Cash Avail	+ 01 Appropriation Original Budget + 02 Appropriation Revisions - 03 Appropriation Transfers Out + 04 Appropriation Transfers In + 06 Prior Year Appropriation - 11 Estimated Collected Revenues + 12 Cash Revenues - 15 Cash Expenditures - 17 Accrued Expenditures - 18 Encumbrances Outstanding + 20 Cash Transfers In - 21 Cash Transfers Out	
---------------------	--	--

D23 Fund profile. The Fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs.

- **Comp/Agy Obj** Enter the four-digit comptroller object or agency object. These must exist in D10 Comptroller Object profile or D11 Agency Object profile.
- **Agy Obj Group** Enter the two-digit agency object group. This must exist in the D25 Agency Object Group profile.

System Generated

- **Project Type** System generated.
- **Proj Mgr** System generated.

Inquiry Elements

- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.
- **Detail/Summary** Enter “D” or “S.” The system will default to “D” if no value is entered.
- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.
- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

Information Elements

- **Expend Budget Balance** System generated.
- **Net Cash Activity** System generated.

- **BT** System generated.
- **Title** System generated.
- **Amount** System generated.

Financial Calculation Formulas

80 Project Financial Inquiry

COLUMNS	FORMULAS	SPECIAL HANDLING
Expend Budget Balance	- 15 Cash Expenditures - 17 Accrued Expenditures - 18 Encumbrance Outstanding + 26 Expended Budget	
Net Cash Activity	+ 12 Cash Revenues - 15 Cash Expenditures	

84 ACCOUNTING EVENT RECORD INQUIRY

This inquiry has one access path by transaction ID (batch agency, batch date, batch type, batch number and sequence number). The detail accounting classification elements for each financial transaction are displayed on this screen. The record type identifies whether the record is retrieved from the Active or Inactive Accounting Event Table. Record Type defaults to "A."

S084 2.0		STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		ACCOUNTING EVENT RECORD INQUIRY		FACS	
BATCH: AGENCY		DATE	TYPE	NO	SEQ NO
REC TYPE: A		STATUS:			
GL: DR1	CR1	DR2	CR2	DR3	CR3
DR4	CR4				
DOC AGY:	DOC DATE:	EFF DATE:	DUE DATE:		
SERV DATE:	CUR DOC/SFX/CLASS:		MOD:		
TRANS CODE:	INDEX:	PCA:	AY:	COMP/AGY OBJ:	
AMOUNT:	RVS:	DISCOUNT:	FO:	PDT:	
CI:	PROP #:	1099:	INV-NO:	DT:	
VEND/MC:	DESC:		CONT NO:		
NAME:	CITY:	ST:	ZIP:	CTRY:	
PMT-NO:	DT:	AP NO:	FUND:	GL AC/AGY:	
GRANT NO/PH:	SUBGRANTEE:		PROJ NO/PH:		
MPCD:	AGY CD-1:	2:	3:	BANK ID:	
DEBT/INVEST ISSUE #:	PMT TYPE:	INT TM:	BANK:		
DISC-DT:	TM:	PEN-DT:	TM:	PEN AMT:	
LAST PROC - DT:	TIME:	ORIG SEQ NO:	APPROVAL DT:		
F1-HELP F2-VENDOR TRANS F4-DOC TRANS F5-NEXT F9-INT ENTER-INQUIRE CLEAR-EXIT					

- **Batch Agency** Batch agency is identified on the batch header. (Required)
- **Batch Date** Batch date must be entered in MMDDYYYY format. (Required)
- **Batch Type** Batch type is a required field. (Required)
- **Batch No** Must be numeric. (Required)
- **Seq No** Must be numeric. (Required)
- **Rec Type** Must enter either an "A" or an "I." The system will default to "A" if no value is entered.
- **Status** System generated.
- **Doc Agy** System generated.

■ Doc Date	System generated.
■ Eff Date	System generated.
■ Due Date	System generated.
■ Serv Date	System generated.
■ Cur Doc	System generated.
■ Cur SFX	System generated.
■ Cur Class	System generated.
■ Mod	System generated.
■ Ref Doc	System generated.
■ Ref SFX	System generated.
■ Ref Class	System generated.
■ Agency	System generated.
■ Trans Code	System generated.
■ Index	System generated.
■ PCA	System generated.
■ AY	System generated.
■ Comp/Agy Obj	System generated.
■ Amount	System generated.
■ RVS	System generated.
■ Discount	System generated.
■ FO	System generated.

■ PDT	System generated.
■ CI	System generated.
■ Prop #	System generated.
■ 1099	System generated.
■ Inv No	System generated.
■ DT	System generated.
■ Vend/MC	System generated.
■ Desc	System generated.
■ Name	System generated.
■ Cont No	System generated.
■ City	System generated.
■ ST	System generated.
■ Zip	System generated.
■ Country	System generated.
■ Pmt No	System generated.
■ Dt	System generated.
■ Ap No	System generated.
■ Fund	System generated.
■ GL Acct/Agy	System generated.
■ Grant No/Ph	System generated.
■ Subgrantee	System generated.
■ Proj No/Ph	System generated.

- **MPCD** System generated.
- **Agy Cd-1** System generated.
- **Agy Cd-2** System generated.
- **Agy Cd-3** System generated.
- **Bank ID** System generated.
- **Debt/Invest
Issue #** System generated.
- **Pmt Type** System generated.
- **Interest
Terms** System generated.
- **Bank** System generated
- **Disc-DT** System generated.
- **TM** System generated.
- **Pen-DT** System generated.
- **TM** System generated.
- **Pen Amt** System generated.

Last Process

- **DT** System generated.
- **Time** System generated.
- **Org Seq No** System generated.
- **Approval DT** System generated.

Accounting Event Record–Batch Agency Error Codes

A batch number is required before any transaction data will appear. Two error messages will be displayed when the batch agency field is left blank. The error messages are 647 - BATCH NUMBER REQD and DZ8 - BATCH SEQ# INVALID.

S084 VER 2.0		STATE OF MICHIGAN PRODUCTION REGION (PMAIN)				06/12/95	
08:03 AM							
LINK TO:		ACCOUNTING EVENT RECORD INQUIRY				PROD	
BATCH: AGENCY		DATE	TYPE	NO	SEQ NO	REC TYPE: A STATUS:	
GL: DR1	CR1	DR2	CR2	DR3	CR3	DR4	CR4
DOC AGY:	DOC DATE:	EFF DATE:	DUE DATE:				

- **Vendor No/MC** Enter the 10-digit vendor number and the three-digit vendor mail code. (Required)
- **Agy** Enter a three-character agency code. It defaults to the user's Security Agency. When entered, it must exist in the D02 Agency profile. (Required)
- **Doc Type** Enter a two-character document type. This must exist in the 33 Document Control profile. (Required)
- **Inv #** Enter a 14-character invoice number. The invoice number is generally an optional element which may be coded to associate a particular invoice with the transaction. If entered on a payable transaction, it will print on the payment remittance advice.
- **Vend Name** Enter up to a 50-digit name of the vendor.
- **Rec Type** Enter record type "A" or "I." The system will default to "A" if no value is entered.
A — Look at the Active Accounting Event Table.
I — Look at the Inactive Accounting Event Table
- **Appr Fund** Enter the four-digit appropriated fund code, or leave blank. If entered, it must exist in the D22 Appropriated Fund profile. May only be coded if agency and comptroller objects are blank.
- **Fund** Enter the four-digit fund. When entered, it must exist in D23 Fund profile. The Fund is the lowest level of the fund structure and is assigned by the agencies to meet their internal accounting needs. Each fund looks up an appropriation fund (which is systemwide and defined in the D22 Appropriated Fund profile) and a GAAP subfund (defined in the D68 GAAP Subfund profile). Fund may be inferred by either index or PCA.
- **Eff Date Range** Enter the dates in the standard MMDDYYYY format.
- **Cur Doc** System generated.
- **SFX** System generated.
- **Ref Doc** System generated.
- **SFX** System generated.

■ Invoice #	System generated.
■ TC	System generated.
■ PDT	System generated.
■ PMT #	System generated.
■ Date	System generated.
■ Appr DT	System generated.
■ Reverse	System generated.
■ Ref Doc/SFX	System generated.
■ Index	System generated.
■ PCA	System generated.
■ AY	System generated.
■ Comp Obj	System generated.
■ Agy Obj	System generated.
■ Amount	System generated.

86 DOCUMENT TRANSACTION INQUIRY

The 86 Document Transaction Inquiry screen provides an alternate record inquiry into either the Active or Inactive Accounting Event Tables by agency, organization code and document number. document suffix is optional. If record type is not entered, it defaults to “A.”

If the effective date range fields are left blank, all AE transactions with current effective dates less than or equal to the “To Date” (which defaults from the 97 System Management profile current effective date) will be retrieved. These transactions are then sorted in descending order by date (even though date does not appear on the screen) and displayed.

```

S086 2.0                                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                                DOCUMENT TRANSACTION INQUIRY                FACS
                                           NOTE:
DOC AGY:                                ORG CODE:                                DOC NO/SUFFIX/CLASS:                REC TYPE: A
                                           EFF DATE RANGE:                                TO 052494
-----TRANS ID----- TC  D DT  PAY #  REF DOC/SFX/CLASS  TRANS AMOUNT  R
                      M INDEX  PCA  AY COBJ AOBJ  VENDOR NO/MC  AP FUND  FUND  S

```

- | | |
|-----------------------------|--|
| Note | The one character Electronic Note indicator indicates whether an electronic note is attached to the document. This field is system generated. The electronic note is used to tie miscellaneous text to a document. |
| Doc Agy | Enter the three-character document agency. (Required) |
| Org Code | Enter the four-digit organization code or leave blank. If entered, must exist in D03 Organization Code profile. |
| Doc No/Suffix /Class | Enter the eight-character document number. (Required) Enter the three-digit document suffix and the three-digit document class. (Optional) |
| Rec Type | Enter record type "A" or "I." The system will default to "A" if no value is entered. |

- | | |
|-----------------------------|--|
| ■ Eff Date Range | Enter the dates in the standard MMDDYYYY format. (Optional) |
| ■ Trans ID | System generated. |
| ■ TC | System generated. |
| ■ D DT | System generated. |
| ■ Pay # | System generated. |
| ■ Ref Doc/SFX /Class | System generated. |
| ■ Trans Amount | System generated. |
| ■ R | System generated. |
| ■ M | System generated. |
| ■ Index | System generated. |
| ■ PCA | System generated. |
| ■ AY | System generated. |
| ■ COBJ | System generated. |
| ■ AOBJ | System generated. |
| ■ Vendor No/MC | System generated. |
| ■ Ap Fund | System generated. |
| ■ Fund | System generated. |
| ■ S | Enter "S" or leave blank. One (1) non-blank selector field is allowed. |

87 CUMULATIVE VENDOR INVOICE INQUIRY

The 87 Cumulative Vendor Invoice Inquiry reads the Cumulative Payment Table to retrieve vendor invoice information by agency, vendor number, vendor mail code and Fiscal Year. To further restrict the records, the user may enter invoice number and/or Organization level 2 or level 3. Only one of the organization levels may be entered.

A selection option is available for this screen that allows a user to select a detail record (by typing an "S" in the select column next to the detail record) and transfer to the 88 Cumulative Vendor Payment Inquiry screen by selecting "F2."

The required fields for this screen are agency number, vendor number, vendor mail code, and fiscal year.

S087 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		CUMULATIVE VENDOR INVOICE INQUIRY		FACS	
AGY:	VEND NO/MC:	FY:	INVOICE NO:	ORGL2:	
ORGL3:	VEND NAME:				
INVOICE NO	INV DT	--TRANSACTION ID--	TC	DAG	REF DOC/SFX M
S INDEX	PCA	COBJ AOBJ IRS	PAYMENT	CUR DOC/SFX	AMOUNT R
		DESCRIPTION			
-					
-					
-					
-					
-					
-					
F1-HELP F2-VEN DOC F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQUIRE CLEAR-EXIT					

- **Agency** Enter the three-character agency code (Required).
- **Vend No/MC** Enter the 10-digit vendor number and three-digit vendor mail code. (Required)
- **FY** Enter the two-digit fiscal year. Must be current or prior fiscal year. (Required)
- **Invoice No** Enter the 14-character invoice number. (Optional)

■ ORGL2	Enter the four-digit organizational level 2. If ORGL3 is blank. (Optional)
■ ORGL3	Enter the four-digit organizational level 3. If ORGL2 is blank. (Optional)
■ Vend Name	System generated.
■ Invoice No	System generated.
■ Inv Dt	System generated.
■ Transaction ID	System generated.
■ TC	System generated.
■ DAG	System generated.
■ Ref Doc/SFX	System generated.
■ M	System generated.
■ Amount	System generated.
■ R	System generated.
■ S	Enter "S" or leave blank. One (1) non-blank selector field is allowed.
■ Index	System generated.
■ PCA	System generated.
■ COBJ	System generated.
■ AOBJ	System generated.
■ IRS	System generated.
■ Payment	System generated.
■ Cur Doc/SFX	System generated.
■ Description	System generated.

88 CUMULATIVE VENDOR PAYMENT INQUIRY

The 88 Cumulative Vendor Payment Inquiry screen reads the Cumulative Payment Table to retrieve vendor payment information by agency, vendor number, mail code and fiscal year. To further restrict the records, the user may enter payment current document number and/or Organization level 2 or 3. Only one of the organization levels may be entered.

A selection option is available for this screen that allows a user to select a detail record (by typing an "S" in the select column next to the detail record) and transfer to the 87 Cumulative Vendor Invoice Inquiry screen by selecting "F4."

S088 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		CUMULATIVE VENDOR PAYMENT INQUIRY		FACS	
AGY:	VEND NO/MC:	FY:	CUR DOC:	ORGL2:	ORGL3:
	VEND NAME:				
CURR DOC/SFX	--TRANSACTION ID--	TC	DAG	REF DOC/SFX	M INV DT
S INDEX	PCA	COBJ	AOBJ	IRS	PAYMENT
				INVOICE NO	DESCRIPTION
-					
-					
-					
-					
-					
-					

F1-HELP F4-VEN INV F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQUIRE CLEAR-EXIT

- **Agy** Enter the three-digit agency code. (Required)
- **Vend No/MC** Enter the 10-digit vendor number and the three-digit vendor mail code. (Required)
- **FY** Enter the two-digit fiscal year. This must be the current or prior fiscal year. (Required)
- **Cur Doc** Enter the eight-character current document number.
- **ORGL2** Enter the four-digit organizational level 2. If ORGL3 is blank. (Optional)

■ ORGL3	Enter the four-digit organizational level 3. If ORGL2 is blank. (Optional)
■ Vend Name	System generated.
■ Curr Doc/SFX	System generated.
■ Transaction ID	System generated.
■ TC	System generated.
■ DAG	System generated.
■ Ref Doc/SFX	System generated.
■ M	System generated.
■ Inv Dt	System generated.
■ Amount	System generated.
■ R	System generated.
■ S	Enter "S" or leave blank. One (1) non-blank selector field is allowed.
■ Index	System generated.
■ PCA	System generated.
■ COBJ	System generated.
■ AOBJ	System generated.
■ IRS	System generated.
■ Payment	System generated.
■ Invoice No	System generated.
■ Description	System generated.

89 SUMMARY GENERAL LEDGER ACCOUNT INQUIRY

The Summary General Ledger Inquiry screen reads the Summary General Ledger Table and displays information by agency and general ledger and either state fund group or appropriated fund and fund or agency and agency general ledger and state fund group or appropriated fund. The required fields for this screen are agency, comptroller general ledger, and one of the following: state fund group, appropriated fund, or fund.

S089 2.0		R★STARS ACCOUNTING		08/15/94 12:00 PM	
LINK TO:		SUMMARY GENERAL LEDGER ACCOUNT INQUIRY		FACS	
AGENCY: COMPTROLLER GL: AGENCY GL:					
STATE FUND GROUP: APPR FUND: FUND: BANK ID: ORG:					
				TC:	
GRANT/PH:				PROJ/PH:	
DEBT/INV ISSUE #:		NACUBO FUND/SUBFUND:			
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D					
INQ YEAR:		INQ MONTH:			
BEGINNING BALANCE		DEBIT		CREDIT ENDING BALANCE	
F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

- Agency** Enter the three-character agency code. It defaults to the user's Security Agency. When entered, it must exist in the D02 Agency profile.
 (Required)
- Comptroller GL** Enter the four-digit comptroller GL. If entered, it must exist in the D31 Comptroller General Ledger Account profile. Agency GL must be blank if comptroller GL is entered.
- Agency GL** Enter the eight-digit agency GL. If entered, it must exist in the D32 Agency General Ledger Account profile. Agency GL must be blank if comptroller GL is entered.
- State Fund Group** Enter the four-digit state fund group. Must enter either the state fund group or the appropriated fund or fund.

- **Appr Fund** Enter the four-digit appropriation fund code. Must enter either the state fund group or the appropriated fund or fund.
- **Fund** Enter the four-digit fund. Must enter either the state fund group or the appropriated fund or fund.
- **Bank ID** Enter the three-digit bank ID. This must exist in the D56 Bank ID profile.
- **Org** Enter the four-digit organization code or leave blank.
- **TC** Enter the three-digit transaction code.
- **Grant /Ph** Enter the six-character grant number and the two-digit grant phase. When entered they must exist in the D47 Grant Number and the 29 Grant Control profiles respectively.
- **Proj /Ph** Enter the six-character project number and the two-digit project phase.
- **Debt/Inv
Issue #** Enter the nine-character debt/investment issue number.
(Not used in Michigan)
- **NACUBO
Fund/
Subfund** Enter the four-digit NACUBO Fund. Must exist in the D18 NACUBO Fund profile. Enter the four-digit NACUBO Subfund. Must exist in the D30 NACUBO Subfund profile.
(Not used in Michigan)
- **Inq Type** Enter the two-character inquiry type (must be MA, YA, MY, YY, MC, or YC – see Inquiry Types page 3.5-2). The system will default to MC if inquiry type is not entered.
- **Detail/
Summary** Enter “D” to “S.” The system will default to “D” if no value is entered.
- **Inq Year** Enter the two-digit inquiry year. The system will default to the current fiscal year if inquiry year is not entered.
- **Inq Month** Enter the two-digit inquiry month > 0 and < 14, if inquiry type equals MA, MC, or MY. The system will default to the current month if inquiry month is not entered.

3.6 VENDOR INQUIRY

Systemwide Vendor/Payees are established on the FACS Vendor Table via the Contract and Payment Express Web site. The vendor screens available for inquiry in R★STARS include:

- Systemwide Vendor Mail Code Inquiry (51)
- Systemwide Vendor Inquiry (52)
- Vendor Transaction Inquiry (85)
- Vendor Alpha Inquiry (3A)
- Vendor Numeric Inquiry (3N)

Vendor ID/Prefix Definitions

For each tax identification number (TIN) entered, the following rules apply:

- If the vendor is a sole proprietor, the vendor ID will begin with either a prefix of 3, followed by the social security number (SSN) or a prefix of 2, followed by the federal employer identification number (FEIN).
- If the vendor is a partnership, limited liability company (LLC), corporation, government, non-profit, or 5013C, the vendor ID will begin with a prefix of 2, followed by the FEIN.
- If the vendor is an individual, the vendor ID will begin with a prefix of 3, followed by the SSN.
- If the vendor does not have a SSN or FEIN, the vendor ID will begin with a prefix of 5, followed by an assigned identification number.
- If the vendor is a foreign payee and they have an ITIN, the vendor ID will begin with a prefix of 4, followed by the vendor's identification number. If the foreign vendor has an FEIN, the vendor ID will begin with a 2 followed by the FEIN.

Each element on the 51 and 52 screens are described in this section.

Data Entry Guide
On-Line Procedures

51 SYSTEMWIDE VENDOR MAIL CODE INQUIRY

The Systemwide Vendor Mail Code profile is used to view vendor/payee information at the address level. Systemwide Vendors must be first established on the FACS Vendor Table via the Contract and Payment Express Web site and must exist on the 52 Systemwide Vendor Inquiry screen.

```

S051 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 06/12/01 03:57 PM
LINK TO:          SYSTEMWIDE VENDOR MAIL CODE INQUIRY          PROD

VENDOR ID: 2560267250  NAME: PEOPLES SECURITY LIFE INSURANCE CO
-----
MAIL CD: 001
ATTN-1: INSTITUTIONAL MARKETING          PHONE: 502 560-3666
ATTN-2:                                FAX: 502 560-4343
ATTN-3:
STREET: 400 WEST MARKET STREET
CITY: LOUISVILLE          ST: KY ZIP: 40202          MAIL TYPES
COUNTRY: USA      REGION:          COUNTY:          EFT BU BI RM PO
CONTACT: BUFORD COBB          Y      N      N      Y      Y

  ASSIGN:          -
    PDT:

ACCT HOLDER:          DEPOSIT DATE:          LOCKBOX:
EFF START DATE:          EFF END DATE:          LAST PROC DATE: 01091995

F1-HELP F4-3A INQ F5-NEXT F6-85 INQ F8-VENDOR NO F9-INTERRUPT ENTER-INQ
CLEAR-EXIT

```

Informational Elements

- Vendor ID**

Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist, a message is shown and processing stops. This must exist in the 52 Systemwide Vendor Inquiry screen. (Required)
- Vendor Name**

The system retrieves the vendor name, based on the vendor ID entered.
- Mail Cd**

Enter up to a three-digit mail code to inquire on a specific record.
- Attn-1**

The system retrieves up to 40 characters for the third line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address.

Data Entry Guide On-Line Procedures

- **Phone Area Code** The system retrieves the vendor's three-digit telephone area code.
- **Phone Number** The system retrieves the vendor's seven-digit phone number.
- **Extension** The system retrieves up to four characters for the vendor's phone extension.
- **Attn-2** The system retrieves up to 40 characters for the second line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address.
- **Fax Area Code** The system retrieves the vendor's three-digit fax area code.
- **Fax Number** The system retrieves the vendor's seven-digit fax phone number.
- **Fax Extension** The system retrieves up to four characters for the vendor's fax number extension.
- **Attn-3** The system retrieves up to 40 characters for the first line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address.
- **Street** The system retrieves up to a 40-character street address. If the vendor uses a P.O. Box, then the P.O. Box will appear on this line.
- **City** The system retrieves up to 25 characters for the vendor's city.
- **State** The system retrieves the vendor's two-character state code. This must exist in the ADPICS Miscellaneous Table 84 (PCHL5750).
- **Zip Code** The system retrieves up to a ten-character zip code. If the country is 'USA,' the first five characters (numeric) will be displayed. If the country

Data Entry Guide On-Line Procedures

is 'CAN,' the first six characters are required and will be displayed in the following structure: (A/N/A/N/A/N).

- **Country** The system retrieves the three-digit country code. This code must exist in the D53 Titles profile with the Table ID "CNTY."
- **Region** (Not used in Michigan)
- **County** (Not used in Michigan)
- **EFT** The system retrieves a 'Y' if the vendor's mail code is EFT ready (can receive direct deposit payments), or an 'N' if the vendor's mail code is not EFT ready.
- **Business Mail Address (BU)** (Not used in Michigan)
- **BID Mail Address (BI)** The system retrieves a 'Y' if this is the vendor's bid address, or an 'N' if there is a separate bid address.
- **Payment Mail Address (RM)** The system retrieves a 'Y' if this is the vendor's remittance address, or an 'N' if there is a separate remittance (address for mailing payments).
- **PO Mail Address (PO)** The system retrieves a 'Y' if this is the vendor's purchase order address, or an 'N' if there is a separate purchase order address.
- **Contact** The system retrieves up to 40 characters for the name of the vendor's contact person.
- **PDT** The system retrieves the two-character payment distribution type (PDT) for the vendor. The PDT indicates how the vendor usually receives payments and how payments are consolidated. This code must exist in the D50 payment Distribution Type profile.
- **Locator No** (Not used in Michigan)
- **Eff Start Date** The system retrieves up to an eight-digit vendor registration date or the date the vendor registration was reactivated.
- **Eff End Date** The system retrieves up to an eight-digit date when the vendor registration was inactivated.

Data Entry Guide
On-Line Procedures

Bank Information

Bank Information is maintained by the vendor/payee via the Contract and Payment Express Web site. The vendor/payee and Department of Management and Budget (DMB)-Office of Financial Management (OFM) staff can view bank Information. Contact DMB-OFM regarding any questions about vendor/payee bank information. These fields cannot be viewed on the R★STARS or ADPICS vendor screens.

- **Assign** (Not used in Michigan)
- **Deposit Date** (Not used in Michigan)
- **Lockbox** (Not used in Michigan)
- **Acct Holder** (Not used in Michigan)

*Data Entry Guide
On-Line Procedures*

52 SYSTEMWIDE VENDOR INQUIRY

The Systemwide Vendor Inquiry profile is used to view vendor/payee information. Systemwide vendors must be established in the FACS Vendor Table via the Contract and Payment Express Web site. Additional vendor/payee mail codes are established in the FACS Vendor Address Table via the Contract and Payment Express site and can be viewed on the 51 Systemwide Vendor Mail Code Inquiry profile.

```

S052 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 06/13/01 09:55 AM
LINK TO:          SYSTEMWIDE VENDOR INQUIRY                      PROD
VENDOR ID: 2560267250 NAME: PEOPLES SECURITY LIFE INSURANCE CO
PROPRIETOR:                               EFT: Y NAME CNT : PEOP
1099 IND: N      CREATED: 12091994      ALT NO:                      BACKUP IND: N
VEN TYPE: 5      UPDATED: 03281998      NOTE: N      W9: Y      STATE TAX : N
DELETE: N PARENT TIN:                      DUNN NO:                      LOC NO: 000000023401
MAIL CD: 001 -----
ATTN-1: INSTITUTIONAL MARKETING                      PHONE: 502 560-3666
ATTN-2:                                              FAX: 502 560-4343
ATTN-3:
STREET: 400 WEST MARKET STREET                      MAIL TYPES
CITY: LOUISVILLE                      ST: KY  ZIP: 40202      EFT BU BI RM PO
COUNTRY: USA  REGION:                      COUNTY:          Y  Y  N  Y  Y
CONTACT: BUFORD COBB
ASSIGN: -
PDT:
DEPOSIT DATE:
ACCT HLDR:          LOCKBOX:
EFF START DATE: 06132001  EFF END DATE:

F1-HELP F4-3A INQ F5-NEXT F8-MAIL CODE F9-INTERRUPT ENTER-INQ CLEAR-EXIT

```

Informational Elements

- Vendor ID** Enter up to a 10-character vendor ID to inquire on a specific record. If the record does not exist in the FACS Vendor Table, a message is shown and processing stops. (Required)

- Vendor Name** The system retrieves up to a 50-character vendor name from the FACS Vendor Table, based on the vendor ID entered.

- Proprietor** The system retrieves up to a 50-character proprietor name from the FACS Vendor Table.

- EFT** The system retrieves a 'Y' if the vendor is EFT ready (can receive direct deposit payments), or an 'N' if the vendor is not EFT ready.

- Name Cnt** The system retrieves up to a four-character name control code from the FACS Vendor Table. This field is used for 1099 reporting and is required in order to comply with IRS regulations.

Data Entry Guide On-Line Procedures

- **1099 Ind** The system retrieves the 1099 indicator from the FACS Vendor Table. If the vendor is 1099 reportable, a 'Y' will be displayed. If the vendor is not 1099 reportable or is exempt from 1099 reporting, an 'N' will be displayed. This determines if a 1099 Federal Tax form must be completed for the vendor for Federal Income tax reporting purposes. This must exist in the ADPICS Miscellaneous Table V1 (PCHL5750).
- **Created** The system displays the date the vendor record was created in the FACS Vendor Table.
- **Alt No** The system retrieves the 10-character vendor ID for an alternate vendor (e.g., parent company) from the FACS Vendor Table. This number is any other vendor ID that the vendor uses.
- **Backup Ind** The system retrieves the backup withholding indicator from the FACS Vendor Table. If backup withholding is not required for the vendor, an 'N' will be displayed. If backup withholding is required, a 'Y' will be displayed. This indicates whether a vendor is subject to the State's withholding payment, and submitting the money to the Federal Government for payment of the vendor's Federal tax liability.
- **Ven Type** The system retrieves a one-character vendor type from the FACS Vendor Table. This must exist in the ADPICS Miscellaneous Table V2 (PCHL5750).
- **Updated** The system displays the last update date for this vendor record from the FACS Vendor Table.
- **Note** The system displays 'N' if there are no notes associated with the FACS Vendor Table record, or a 'Y' if notes have been attached to this FACS Vendor Table record.
- **W9** The system retrieves either a 'Y' or 'N' from the FACS Vendor Table to indicate whether or not the vendor has a W9 income tax withholding form on file.
- **State Tax** The system defaults to 'N' for the State tax. If the vendor is exempt from State tax, enter 'Y.' **(Not used in Michigan)**
- **Delete** The system retrieves the deletion indicator from the FACS Vendor Table. A 'Y' indicates that the vendor has been marked for deletion, and an 'N' indicates that the vendor has not been marked for deletion.

Data Entry Guide On-Line Procedures

- **Parent Tin** (Not used in Michigan)
- **Dunn No** (Not used in Michigan)
- **Locator No** (Not used in Michigan)
- **Mail Cd** Enter up to a three-digit mail code to inquire on a specific record. This must exist in the FACS Vendor Address Table.
- **Attn-1** The system retrieves up to 40 characters for the third line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address.
- **Phone Area Code** The system retrieves the vendor's three-digit telephone area code from the FACS Vendor Address Table. The telephone area code listed for the vendor's Federal Tax Reporting address (mail code 000) is retrieved from the FACS Vendor Table.
- **Phone Number** The system retrieves the vendor's seven-digit phone number from the FACS Vendor Address Table. The phone number listed for the vendor's Federal Tax Reporting address (mail code 000) is retrieved from the FACS Vendor Table.
- **Extension** The system retrieves up to four characters for the vendor's phone extension from the FACS Vendor Address Table. The phone extension for the vendor's Federal Tax Reporting address (mail code 000) is retrieved from the FACS Vendor Table.
- **Attn-2** The system retrieves up to 40 characters for the second line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address.

*Data Entry Guide
On-Line Procedures*

- **Fax Area Code** The system retrieves the vendor's three-digit fax area code from the FACS Vendor Address Table.
- **Fax Number** The system retrieves the vendor's seven-digit fax phone number from the FACS Vendor Address Table.
- **Fax Extension** The system retrieves up to four characters for the vendor's fax number extension from the FACS Vendor Address Table.
- **Attn-3** The system retrieves up to 40 characters for the first line of the vendor's address. This field is used to display any of the following informational elements for the vendor: Doing Business As (DBA) name, Multiple Payee(s)/Assignee(s), or routing information. If the Attention Line designates a Multiple Payee, the line will be preceded with the characters '&' or 'AND'; if it designates an Assignee, the line will be preceded with the characters '%' or 'C/O'. Attention Line information is not the vendor's street address.
- **Street** The system retrieves up to a 40-character street address from the FACS Vendor Address Table. If the vendor uses a P.O. Box, then the P.O. Box will appear on this line.
- **City** The system retrieves up to 25 characters for the vendor's city from the FACS Vendor Address Table.
- **State** The system retrieves the vendor's two-character state code from the FACS Vendor Address Table. This must exist in the ADPICS Miscellaneous Table 84 (PCHL5750).
- **Zip Code** The system retrieves up to a ten-character zip code from the FACS Vendor Address Table. If the country is 'USA,' the first five characters (numeric) will be displayed. If the country is 'CAN,' the first six characters are required and will be displayed in the following structure: (A/N/A/N/A/N).
- **Country** The system retrieves the three-digit country code from the FACS Vendor Address Table. This code must exist in the D53 Titles profile with the Table ID "CNTY."
- **Region** **(Not used in Michigan)**
- **County** **(Not used in Michigan)**
- **EFT** The system retrieves a 'Y' if the vendor's mail code is EFT ready (can

Data Entry Guide On-Line Procedures

receive direct deposit payments), or an 'N' if the vendor's mail code is not EFT ready.

- **Business Mail Address (BU)** (Not used in Michigan)
- **BID Mail Address (BI)** The system retrieves a 'Y' from the FACS Vendor Address Table if this is the vendor's bid address, or an 'N' if there is a separate bid address.
- **Payment Mail Address (RM)** The system retrieves a 'Y' from the FACS Vendor Address Table if this is the vendor's remittance address, or an 'N' if there is a separate remittance (address for mailing payments).
- **PO Mail Address (PO)** The system retrieves a 'Y' from the FACS Vendor Address Table if this is the vendor's purchase order address, or an 'N' if there is a separate purchase order address.
- **Contact** The system retrieves up to 40 characters for the name of the vendor's contact person from the FACS Vendor Address Table.
- **PDT** The system retrieves the two-character payment distribution type (PDT) for the vendor from the FACS Vendor Address Table. The PDT indicates how the vendor usually receives payments and how payments are consolidated. This code must exist in the D50 payment Distribution Type profile.
- **Eff Start Date** The system retrieves up to an eight-digit vendor registration date or the date the vendor registration was reactivated in the FACS Vendor Address Table.
- **Eff End Date** The system retrieves up to an eight-digit date when the vendor registration was inactivated in the FACS Vendor Address Table.

Bank Information

Data Entry Guide
On-Line Procedures

Bank Information is maintained by the vendor/payee via the Contract and Payment Express Web site. The vendor/payee and DMB-OFM staff can view bank Information. Contact DMB-OFM regarding any questions about vendor/payee bank information. These fields cannot be viewed on the R★STARS or ADPICS vendor screens.

- **Assign** (Not used in Michigan)
- **Deposit Date** (Not used in Michigan)
- **Acct Hldr** (Not used in Michigan)
- **Lockbox** (Not used in Michigan)

3.7 HELP, INTERRUPT, AND LINK FEATURES

Two features of R★STARS are available during on-line processing that allow the user to navigate to other screens within R★STARS, quickly access and/or modify system information, and then return to the original screen. The Help feature of the system provides on-line documentation on many aspects of the system, including reports, screens, and error messages. The Interrupt and Link features allow the user to access other screens.

The Interrupt and Link Feature

The Interrupt and Link feature allows the user to access other screens to inquire on data or modify profiles and return to the original screen with the data intact. Interrupts are especially helpful when correcting coding errors during data entry.

The Help Feature

The Help feature provides on-line documentation for the R★STARS system. The actual topics described by the Help feature and their contents are determined and maintained centrally in a profile. Help documentation is viewed and maintained through the News/Help function which is accessed from the System Management submenu. The key fields of the Help profile are a topic Keyword and a Page Number. Typical Help key words include system error messages (e.g. "G56"). The profile also includes up to 14 lines of free-form text per page.

To access Help for a specific subject, the user enters the "R" (Recall) function code, the Keyword associated with the desired topic and, optionally, Page Number "01." The specified page of documentation for the requested topic will be displayed. (If the Page Number is not entered, the first page will be displayed.)

Help consists of four types of assistance available during use of on-line R★STARS:

- **Data Element Help** During financial transaction entry the user may interrupt to a scroll screen to select a valid index, program cost account, comptroller object or agency object. These screens are accessed by selecting "F1" while the cursor is in the index, program cost account, comptroller object or agency object field, respectively. Also, these screens can be accessed from the Link To field or from their associated submenu. The following pages show the four data element help screens.

Program Cost Account (PCA) Selection

To view all valid PCA's for your agency and select the appropriate one, move the cursor to the PCA field, and press "F1." This will link you to the S078.

```

S078 2.0                                R★STARS ACCOUNTING          08/15/94 12:00 PM
                                         PROGRAM COST ACCOUNT SELECTION          FACS

STARTING - AGY: 000   PCA:              APPN YR:
  S   AGY   PCA   AY                      TITLE


```


S081 2.0 R★STARS ACCOUNTING 08/15/94 12:00 PM
AGENCY OBJECT SELECTION FACS
STARTING - AGY: APPN YR: AGY OBJ:
S AGY AY AOBJ TITLE

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S090 2.0 R★STARS ACCOUNTING 08/15/94 12:00 PM
LINK TO: NEWS/HELP TABLE FACS
ACTIVE
KEYWORD: D07 PAGE:

CODE: D07 TITLE REQUIRED

DATA ELEMENT: TITLE

EXPLANATION: THIS FIELD CANNOT BE BLANK. A TITLE OF UP TO 40 CHARACTERS
IS REQUIRED IN THIS FIELD.

EFF START DATE: EFF END DATE: STATUS CODE: A
LAST PROC DATE:
Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

- **Error Code Help** Error code help assists the user in correcting errors detected during on-line data entry. When an error has been generated by R★STARS, selecting “F1” will retrieve the News/Help Profile screen with information on the first error code. “F8” is used to access information on the next error code. A sample Help screen which describes looked up error codes can be viewed below

- **Screen Help** If a user needs information about a screen, selecting “F1” while that screen is displayed (and no errors are displayed) will retrieve that screen’s Help record. Any screen Help record can be recalled by typing “Snnn,” where “nnn” is the screen ID, in the keyword field and selecting “Enter.”

- **Report Help** A help record exists for each requestable report describing the report. It may include instructions related to special select options and any other relevant information. These records can be recalled by entering the report ID (DAFRnnnn) in the keyword field and selecting “Enter.”

When a user receives an error during transaction input, the Interrupt function can be used to access the Help profile. The Help profile will automatically display the help message for the first error encountered during the transaction input.

The reserved Keyword “NEWS” has been defined for storing system news in the Help profile. When the user logs-in, the first page of news is automatically displayed to the user. The first page of news and any additional pages which may exist may be viewed by entering the keyword “NEWS” on the News/Help screen.

The Interrupt Feature

The Interrupt feature allows a user to temporarily exit an on-line function and execute one or more other on-line functions. As an example, a typical interrupt session might proceed as follows:

1. The operator is entering financial transactions and receives an error message.
2. The operator Interrupts transaction data entry to check the Help feature for a further explanation of the error message. The Help screen explains that the PCA entered is not in the PCA profile.
3. The operator Interrupts from the Help screen to the PCA profile and enters the new PCA into the profile.
4. The operator returns to the Financial Transaction Entry screen and selects the “Enter” or “F10” key to re-edit the transaction.

When the operator returned to the original screen, all of the original data is presented.

Beginning an Interrupt Session

In the upper left corner of each screen is an entry field labeled “Link To.” The screen below shows the placement of this field. When the screen is displayed, the cursor is positioned in the first enterable field on the screen. To position the cursor in the Link To field, the backtab or home key can be used. If an Interrupt to that function is permitted, control will be transferred by selecting “F9.” When an Interrupt session has begun, the screen will display the word “Active” next to the Link To field to remind the operator that an Interrupt is in progress.

SD42 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	PROJECT NUMBER PROFILE	FACS
		NOTE:
AGENCY:	(MUST BE IN D02 AGENCY PROFILE)	
PROJECT NUMBER:		
TITLE:		
DESC:		
PROJ TYPE:	(MUST BE IN D06 PROJECT TYPE)	
PROJ GROUP:	(MUST BE IN D60 PROJECT GROUP)	
PROJ PH BUDGET LEVEL IND:	(Y OR N - CONTROL BUDGETS AT PHASE LEVEL)	
AGY BUD PROJECT LEVEL IND:	(0=NO PROJECT, 1=PROJECT, 2=PROJECT/PHASE)	
PROJECT CATEGORY:	FISCAL YEAR END:	
PROJECT MANAGER:		
PHONE NO:		
REPORT DATES:		
AUDIT COMP DATE:	AUDIT IND:	
PART FUND AND %:		
EFF START DATE: 06031994 EFF END DATE:		STATUS CODE: A
		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

During an Interrupt Session

The system will automatically carry “key” values during certain Interrupt sessions. For example, when Link To the Document Record inquiry is requested from data entry, the system will automatically retrieve the document that was used in data entry (if it posted to this table). Also, when Interrupt “Help” is requested with an error message on the screen during data entry, the system will automatically display the help message related to the error.

Returning From a Link To Session

When an Interrupt is active, there are two ways to exit the current function. The first is to select the “F9” key which returns the operator to the function which was active before the Interrupt started. The second is to select another Interrupt destination and select the “Enter” key. However, this is not true if the user has interrupted to the Help feature, “F9” must be selected before transferring to another screen.

When returning from selected Interrupt locations, R★STARS will carry data to the origination of the Interrupt. For example, if during transaction data entry an operator needs to view a vendor number, Interrupt can be invoked to the vendor number by Alpha screen (3A) or the vendor number by Numeric screen (3N). If the operator codes an “S” next to the desired vendor and then selects “F9” to return from Interrupt, the system will return to the Transaction Data Entry screen, and will code the selected vendor number in the vendor number field of the screen.

The Link Feature

The Link Feature is a quick way to navigate through the R★STARS screens. To Link, the user goes to the Link To field, types the desired screen and selects “Enter.” R★STARS will take the user to the requested screen and not require returning to the original screen. Link is helpful in assisting experienced users in quickly navigating the system.